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UNIT #15236  
APO AP 96205-0009

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Information Management  
POLICIES AND PROCEDURES GUIDE

**SUPPLEMENTATION.** Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from HQ EUSA, ATTN: EAIM-P, Unit #15236, APO AP 96205-0009.

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\*This regulation supersedes EUSA Reg 25-1, 2 October 1990.

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## CHAPTER 1

### INTRODUCTION

1-1. **PURPOSE.** This regulation assigns responsibilities and prescribes policies and procedures for the information mission area (IMA) disciplines (telecommunications, automation, visual information, records management, printing/publications and libraries) of information management (IM) in the Eighth United States Army (EUSA).

#### 1-2. **APPLICABILITY.**

a. Memorandum for Secretaries of the Military Departments and Chairman of the Joint Chiefs of Staff, dated 16 June 1975 and signed by the Deputy Assistant Secretary of Defense, assigned to the Army the responsibility for providing or arranging for administrative and logistical support for United Nations Command (UNC), United States Forces, Korea (USFK), and EUSA Headquarters (HQs). As provided for under DOD 5100.3-D, the EUSA became the Executive Agent for inter-service administrative and logistical support within the Republic of Korea (ROK).

b. This regulation applies to all major subordinate commands (MSCs), Directors of Information Management (DOIMs) within EUSA, and assigned units. Other supported commands and activities, to include non-appropriated fund activities, will coordinate IM actions with the Assistant Chief of Staff, (ACofS), IM, to ensure compatibility and interoperability of in-country assets and programs.

c. This regulation does not apply directly to information systems acquired under the national foreign intelligence program or for operational support of intelligence and electronic warfare systems.

1-3. **REFERENCES.** Required and related publications are listed in appendix A.

1-4. **EXPLANATION OF ABBREVIATIONS AND TERMS.** Abbreviations and terms used in this regulation are explained in the glossary.

## CHAPTER 2

### RESPONSIBILITIES

2-1. **COMMAND RESPONSIBILITIES.** Information management is a command responsibility. Commanders and directors at all levels will--

a. Validate the need for and manage information systems in accordance with (IAW) policies in this regulation and other regulations that support the Army Information Resources Management Program.

b. Develop, maintain, and adhere to a functional information systems architecture.

c. Establish and document requirements.

d. Recommend approval or disapproval of the functional needs.

e. Request and defend resources for the development, operation, logistics support, and modification of assigned information systems.

f. Plan for functional improvements and replacements.

g. Plan and program resources to properly execute the Requirements Statements (RS).

2-2. **COMMANDING GENERAL, EIGHTH UNITED STATES ARMY.** The Commanding General, EUSA, will ensure that policies and procedures for the management of information and information systems are IAW the IMA concept as established in AR 25-1.

2-3. **EIGHTH UNITED STATES ARMY STAFF AGENCIES.** EUSA staff agencies will--

a. Serve as functional proponents for IM initiatives within their own area of responsibility as defined in USEFK Memo 10-1 (also defines EUSA responsibilities).

b. Serve as a member of the EUSA Information Systems Review Board (ISRB).

c. Designate an information management officer (IMO) responsible for managing the staff agencies' information resource management programs.

d. Designate a functional data administrator for their functional area of responsibility.

2-4. **ASSISTANT CHIEF OF STAFF, INFORMATION MANAGEMENT.** The ACoS, IM, will--

a. Exercise staff supervision of EUSA IMA.

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b. Formulate and implement policies and procedures to achieve EUSA IM goals and objectives.

c. Integrate, coordinate, and evaluate EUSA IMA requirements.

d. Develop the EUSA Information Systems Architecture.

e. Develop the EUSA RS on a two year basis (on even numbered years)

f. Advise and assist users in the technical and managerial aspects of requirements determination, documentation, and justification.

g. Provide IMA support and services to EUSA, tenant, and assigned units, and other supported commands.

h. Assist subordinate commanders in establishing their information management program.

i. Plan, program, and execute acquisition strategy for new IMA systems.

j. Provide information centers with lists of approved preferred products, base systems, and contracts that meet IMA requirements and conform to the EUSA IMA architecture. Deviation from these preferred products lists, regardless of source of funding and funding thresholds require direct approval from the ACofS, IM.

k. Direct the implementation of the EUSA portion of the approved Army IMA Modernization Plan.

l. Coordinate the application of United States Army Information Systems Command (USAISC) resources in the command.

m. Evaluate the command's information management program to improve services and systems to users.

n. Develop and implement a command information management education program.

o. Ensure that subordinate commands establish information managers with responsibilities commensurate with the size and complexity of the command.

p. Conduct formal information requirements studies, as necessary, to determine IMA requirements for the command.

q. Assist the command in developing priorities and programming for approved IMA initiatives.

r. Evaluate and approve unit modernization plans and program MSC discretionary funds based upon this plan and ISRB input.

s. Conduct periodic command-wide evaluation of IMA programs to ensure their effectiveness and attainment of IM goals and objectives.

t. Establish and serve as chairperson for the EUSA ISRB.

u. Approve the ISRB agenda.

v. Appoint a EUSA Data Administrator to assume duties outlined in AR 25-9 and DOD 8320.1-D.

w. Establish and support an IM Awards Program.

x. Establish an Architectural Configuration Working Group (ACWG)

y. Establish an Information Standards Working Group (ISWG).

z. Establish a Data Management Working Group.

aa. Exercise general staff supervision over the development of IM training policies, programs, and concepts of individual training within EUSA IAW EUSA Reg 350-41.

**2-5. COMMANDER, 1ST SIGNAL BRIGADE.** The Commander, 1st Signal Brigade (Sig Bde) (USAISC), is dual hatted as the EUSA, ACofS, IM, and is responsible for managing the USAISC assets in support of all IMA disciplines. The Commander, 1st Sig Bde, is under the operational control (OPCON) of the Commander, USFK/EUSA, and will—

a. Provide IMA support and services in support of USFK/EUSA.

b. As assigned, provide users at all levels with necessary technical support, assistance, and advice.

c. Identify information system requirements and associated cost estimates for all Military Construction Army and other IMA projects which the U.S. Government is responsible.

d. Establish DOIMs to service all installations, and activities within the ROK

e. Provide information center (IC) support for the command.

f. Act as materiel developer for assigned information system requirements.

g. Provide transmission facilities for installation radio and television broadcasting systems.

h. Operate and maintain the Army communications facilities and circuitry which support the Defense Communications System (DCS).

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i. Execute Army leases of telecommunications services and facilities and ensure that such services or facilities conform to Department of Defense (DOD) and National Communications Systems guidance.

j. Provide for the protection of assigned fixed station communications facilities and the security of Army contractor telecommunications IAW AR 25-1 paragraphs 6-16 and 6-17, respectively.

k. Plan, program, and fund for replacement and modernization of assigned information resource management systems equipment. Requirements for upgrades to 1st Sig Bde assigned IM systems or increases in 1st Sig Bde operating resources generated by EUSA initiatives will be planned and programmed by EUSA.

l. Manage maintenance of assigned IMA systems/equipment, regardless of ownership. Maintenance costs for non-USAISC owned end-user operated IMA systems/equipment is programmed and funded by the owner major command (MACOM) Reimbursement will be made to EUSA in case maintenance costs are initially funded by EUSA, ACoS, IM, or the maintenance or contracting activity.

m. Manage an infra-structure to provide IMA support and services to various USFK/EUSA posts, camps, and stations throughout the ROK. The support structure includes two regions. (See app B). The Commander, 41st Signal Battalion, is responsible for the northern section which includes Area I and Area II. The Commander, 36th Signal Battalion, is responsible for the southern section which includes Area III and Area IV. These commanders will--

(1) Provide support and assistance to DOIMs within their region of responsibility. The DOIM will provide IMA support and services to USFK/EUSA installations, activities, and tenant organizations.

(2) Develop and maintain the installation information architecture with guidance from higher HQs.

3) Assist installations in developing updates to the EUSA RS.

(4) Assist in developing installation priorities and programming for approved IMA initiatives.

(5) Plan, develop, and operate information center(s) that supports the IMA mission.

(6) Process and evaluate all EUSA capability requests (CAPRs) to include identification of a technical solution for all requirements within assigned areas of expertise.

(7) Ensure that the information requirements of the installation and its tenants are validated, coordinated, integrated, and submitted through the appropriate command channels to the parent organization for review and approval.

**2-6. MAJOR SUBORDINATE COMMANDERS.** Major subordinate commanders will--

- a. Establish and maintain an organization IMO. Submit a memorandum identifying the organization's IMO to the ACoS, IM and the servicing DOIM.
- b. Ensure staff supervision of the command's information resource management program.
- c. Conduct a formal information requirements study, as necessary, to determine the information resource requirements of the command.
- d. Advise and assist in the technical, security, and managerial aspects of requirements determination, documentation, and justification.
- e. Establish a command information systems architecture to comply with the EUSA architecture.
- f. Develop and annually update the command's modernization plan.
- g. Submit during the 3d quarter of each year, IM requirements for next year funding based on the command's modernization plan.
- h. Evaluate CAPRs from subordinate units or activities
- i. Forward valid CAPRs to the supporting DOIM for processing.
- j. Execute the implementation of Department of the Army (DA) policy regarding property accountability of information systems and equipment.

**2-7. DIRECTOR OF INFORMATION MANAGEMENT.** The DOIM serves as the manager and the initial point of contact for IMA services for the area supported. The DOIM will--

- a. Assist customers in the establishment, development and submission of RS, as required.
- b. Ensure that all tenants on a post/camp/station receive IMA support and assistance in the identification, documentation, and definition of their IMA architecture.
- c. Ensure that the information requirements of the area supported are validated, coordinated, integrated, and submitted through appropriate command channels to the parent organization for review and approval.
- d. Monitor IMA services throughout the area supported.
- e. Manage and monitor warranty and maintenance services for Tier III resources.

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f. Assist customers in the preparation of CAPRs.

g. Evaluate, validate, process, and approve/disapprove CAPRs for all IM requirements and provide a technical solution for requirements within assigned areas of expertise.

h. Monitor other CAPRs for IMA services.

i. Provide an IC with specific services tailored to the area supported.

j. Receive, validate, complete, and forward the User Requirements Data Base (URDB) registration requests from customers. The process will follow guidance contained in Memorandum, HQ USAISC, ATTN: ASOP-OI, Subject: URDB Registration Procedures, dated 27 June 1990.

**2-8. UNIT AND ACTIVITY INFORMATION MANAGEMENT OFFICERS.** Unit and activity IMOs will--

a. Conduct formal information requirement studies, as necessary, to determine IMA requirements.

b. Establish IM goals and objectives

c. Establish and integrate the unit and activity information systems architecture to comply with the guidance and architecture of higher HQs.

d. Develop and submit the unit's or activity's RS initiatives to the next higher organizational level or MSC IMO.

e. Establish unit or activity priorities and coordinate resources for approved IMA initiatives through the Planning, Programming, Budgeting, and Execution System (PPBES).

f. Execute the unit's or activity's assigned portion of the approved Army IMA Modernization Plan.

g. Execute the implementation of DA policy regarding property accountability of information systems and equipment.

h. Provide guidance for IMA planning to subordinate units or activities.

i. Evaluate IMA requirements of units or activities

j. Recommend architecture and standardization changes to higher HQs

k. Establish procedures to ensure proper accountability of IMA resources, proper maintenance, and the appropriate interface with maintenance contract personnel.

1. Coordinate required IMA operational support with the supporting DOIM.

m. Prepare CAPRs, with the assistance of the Area DOIM, as required, in support of the unit's/activity's IMA requirements and submit the CAPR through the appropriate chain of command to the supporting Area DOIM.

**2-9. INFORMATION SYSTEMS REVIEW BOARD.** The ISRB is the key IM decision making body within EUSA. The ISRB--

a. Meets at least once a year and at the direction of the ACofS, IM to discuss significant IM issues.

b. Assists the ACofS, IM in prioritizing funding and other IM resources.

c. Provides recommendations at least once a year on:

(1) Allocation of discretionary funds for each MSC based upon the IM requirements identified in the command's modernization plan.

(2) Quantity of funds to be used for EUSA-wide CAPRs. Also assists in the prioritization of these requirements.

(3) The funding threshold for CAPRs requiring ISRB approval.

(4) OPA funds priorities.

(5) Base system configurations or modifications thereto for Automated Data Processing Equipment (ADPE)/information systems or associated hardware and software.

(6) Candidate EUSA-wide CAPRs

e. The following are standing voting members of the ISRB: the ACofS, J1; ACofS, J2; ACofS, J3; ACofS, J4; ACofS, J5; ACofS, J6/IM (Chairman); ACofS, Engineer; and ACofS, Resource Management.

f. Commanders of the Air Force Component Command, the Naval Component Command, and other agencies may be required to participate, depending on the specific requirement and how it affects their mission responsibilities. Usually when any major decision that affects an agency will be discussed by the ISRB, that agency will be asked to attend the ISRB to ensure that its views and concerns are fully discussed before a decision is made.

**2-10. ARCHITECTURE CONFIGURATION WORKING GROUP (ACWG).** The scope of the ACWG will review the integration of information architectures in use throughout EUSA to include office automation, telecommunications, networks, local area network (LAN) and wide area network (WAN), and standard Army Management Information System (STAMIS) functional descriptions and design.



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a. The ACWG periodically meets at the direction of the ACofS, IM to work technical information architecture issues.

b. The ACWG is an advisory body and coordinates its recommendations with the Data Management Working Group and the ISWG. It provides these recommendations to the ACofS, IM for approval or further coordination with the ISRB.

c. The permanent members of the ACWG are, J6/IM, Plans and Programs Division, ISEC-PAC FE, and the 1st Sig Bde.

d. When appropriate, technical or functional experts will be invited to facilitate the working of technical architecture issues. Typically some portion of the ACWG products will be included in an architecture document and staffed to the command for review. Typically the ACofS, IM, will convene an ISRB or staff the recommendations in the form of an architecture product to the command.

**2-11. INFORMATION STANDARDS WORKING GROUP.** The ISWG serves as the MSC's voice in the development of hardware, software preferred products and configuration standards for EUSA. Standards and preferred products will be listed in living architecture documents and kept current through frequent review by the ISWG.

a. The ISWG meets periodically at the direction of the ACofS, IM, to work hardware and software standardization and configuration issues.

b. The voting members of the ISWG are J6/IM, 1st Sig Bde, 19th Support Command, 2nd Infantry Division, and 8th Personnel Command.

c. The nonvoting members are the 8th Military Police Brigade, 17th Aviation Brigade, 18th Medical Command, 175th Theater Finance Command, 501st Military Intelligence Brigade, and the U.S. Army Contracting Command, Korea (CCK).

d. Like the ACWG, the ISWG will make recommendations to the ACofS, IM for approval or additional staffing.

**2-12. DATA MANAGEMENT WORKING GROUP.** The DMWG meets at the direction of the ACofS, IM, or Deputy ACofS, IM. This working group has representatives from the various theater unique system data administrators, functional proponent data administrators, and technical representation from J6/IM and the 1st Sig Bde. This working group assists the EUSA Data Manager and Data Administrator in the creation and implementation of data management policies, procedures, and practices. These practices will facilitate the sharing and standardization of data through implementation of DOD, DA and EUSA Data Administration Program.

## CHAPTER 3

### POLICIES

#### GENERAL.

- a. The ACofS, IM will centrally manage the command IM program.
- b. The command's information systems architecture is a framework for identifying existing IMA resources, validating and satisfying known IMA requirements, and providing a systematic approach for acquiring future resources. The EUSA information systems architecture will guide the planning, controlling, and managing of EUSA resources. The ACofS, IM, prepares the command's information systems architecture with appropriate functional management participation.
- c. The MSCs, installations, tenants, and separate activities of the Army will develop their own information systems architecture IAW the architectures of higher echelons.
- d. Development or acquisition of all IM systems and resources will be governed by life cycle management principles and procedures.

#### ACQUISITION FUNDING/APPROVAL.

- a. Acquisition funding for all IMA resources and services will be IAW AR 25-1, paragraph 2-8.
- b. The Commander, EUSA, has limited approval authority for the acquisition of IM resources. Approval authority limits are discussed in the separate chapters dedicated to individual disciplines.
- c. All requests for equipment lease or rental will include a lease/purchase analysis and they must be coordinated through user's IMO and DOIM channels to the ACofS, IM, ATTN: EAIM-P, Unit #15236, APO AP 96205-0039, for approval.

## CHAPTER 4

### PROCEDURES

#### INFORMATION ARCHITECTURE.

a. The command's information architecture is a framework for identifying existing IMA resources, validating and satisfying known IMA requirements, and providing a systematic approach for acquiring future resources. An information architecture will be developed by each EUSA MSC, installation, and separate activity. The development will be guided by the information architecture of the next higher echelon. The information architecture will be updated annually but not later than (NLT) 30 June. This will allow updating the maintenance contract database prior to contract award.

b. Information architecture preparation guidelines are outlined in AR 25-1 and DA Pam 25-1. A copy of each architecture will be forwarded to the ACofS, IM, ATTN: EAIM-AI, Unit #15236, APO AP 96205-0009. Copies of information architectures of all non-EUSA U.S. elements in the ROK are also required on an annual basis.

#### REQUIREMENTS STATEMENT.

a. The RS is the basic document to identify IMA requirement initiatives in the sustaining base environment. All RS will be based on a baseline configuration, a formal information requirements study, planning guidance published by higher HQs, and an objective configuration. All RS and out-of-cycle initiatives will be prepared and processed IAW appendix C.

b. All IMA requirement initiatives are validated within EUSA RS. The EUSA information system architecture will guide the planning, controlling, and managing of EUSA resources. The ACofS, IM prepares the command's information architecture with appropriate functional proponent participation. The ACofS, IM will evaluate existing initiatives against the newly developed architectures and cancel or modify initiatives as appropriate.

c. The MSCs, installations, and EUSA assigned units will submit an annual input to this command's RS IAW guidance from EUSA.

d. Tenant or other supported organizations in EUSA will provide their organization's IM requirements for inclusion into their parent MACOM's RS with a copy furnished to the ACofS, IM, ATTN: EAIM-P, Unit #15236, APO AP 96205-0009.

#### 4-3. PLANNING, PROGRAMMING, BUDGETING, AND EXECUTION SYSTEM.

a. During the planning stage, EUSA IMA requirements and associated resource data will be identified and reflected in EUSA RS for submission to HQDA. Upon receipt of the approved Army RS, EUSA will submit funding requirements in the following documents:

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(1) Program Objective Memorandum (POM) to HQDA for Operation and Maintenance Army and other requirements for 6 years (program year plus subsequent 5 years).

(2) Long-Range Army Materiel Requirements Plan (LRAMP) to USAISC for Other Procurement, Army requirements for 15 years (program year plus subsequent 5 years and 9 Extended Planning Annex).

(3) Command Budget Estimate/Resource Management Update to HQDA for Operation and Maintenance Army requirements for budget year plus subsequent 2 years.

b. The Office of the Director of Information Systems for Command, Control, Communications, and Computers (DISC4), HQDA, assigns responsibility for information systems and, in coordination with appropriate program directors, distributes information mission resources to the activity assigned responsibility for materiel development, funding, and program/project execution. Within EUSA, the following responsibilities are assigned in association with the PPBES process:

(1) The ACofS, IM, Plans and Programs (EAIM-P) Division, will be responsible for the functions related to the planning process with assistance from the ACofS, IM, Financial Management Office (EAIM-FM).

(2) The ACofS, EAIM-FM is responsible for those functions related to the programming, budgeting, and execution processes.

c. USAISC plans, programs, and budgets for selected IM staff functions as well as certain systems facilities. When assigned as the materiel developer, USAISC provides information services on a direct customer payment, charge back, or reimbursable basis. USAISC accomplishes life cycle management and modernization of assigned information systems in support of EUSA. Increases in USAISC operating resources as a result of EUSA initiatives will be planned and programmed by EUSA.

d. USAISC is responsible for planning, programming, and budgeting for the systems that it operates and maintains in support of other MACOMs. EUSA is responsible for requirements not part of the USAISC-operated information systems. This refers to the information systems, facilities, and equipment presently operated and maintained by Information Systems Command elements.

e. Out-of-cycle requirements may be funded through internal reprogramming. Out-of-cycle initiatives that increase USAISC resource requirements normally will be reimbursed to USAISC by EUSA IAW appendix C, paragraph 4.

f. All unfinanced IMA requirements in EUSA will be consolidated by EAIM-FM, and presented to the Program Budget Committee and the Senior Resource Committee for prioritization and subsequent approval. This coordination will be based on input from EUSA MSCs, assigned units, 1st Sig Bde, and USAISC, as appropriate.

**4-4. INFORMATION CENTER.** ICs are the primary resource for customer assistance and provide information on each of the assigned disciplines of the IMA throughout the geographic area supported. While primary expertise is in the areas of end-user automation and telecommunications, skills related to various aspects of visual information, publishing and printing, and records management also apply. (A detailed list of IC functions is provided in app D.) ICs will—

a. Act as the initial point of contact (POC) for IMA services for the area supported. The level of support for a specific discipline is dependent upon the level of mission responsibility assigned for that discipline.

b. Assist customers in the preparation of CAPRs

c. Provide technical solutions and recommendations for IMA requirements.

d. Conduct classes for EUSA supported software.

e. Provide guidance and assistance to customers in defining training needs and in developing current and long-range training plans to meet those needs.

f. Operate a self-help area providing "over-the-shoulder" assistance in the use of hardware and software.

g. Provide a centralized customer assistance desk for resolving computer related problems.

h. Act as the central point of contact for Tier III maintenance and warranty services.

i. Conduct IMA product evaluations and demonstrations.

j. Provide a telephone service desk to process local service requests to initiate or discontinue on-post telephone service.

**4-5. WORK ORDERS.** Information requirements that can be satisfied by currently established work order procedures through local facilities (for example, telephone, visual information, printing requests, and so forth) will continue to be provided through these facilities for all IMA requirements as long as the service requested is within the capabilities of the provider and

within the scope of work allowed by local regulation. All table(s) of organization and equipment (TOE) units which provide IMA service will continue to do so, provided the service requested is within their capability and scope of work. Once the service requested is beyond the units' capabilities, the requirement must come into IMA/USAISC supporting channels for processing. Procedures for requesting such support is identified in paragraph 4-6.

#### 4-6. CAPABILITY REQUESTS.

a. CAPRs will be processed to obtain IMA services, with the exception of those that can be accomplished by work order (para 4-5), for office copiers (para 9-6), and information processing equipment (IPE) in amounts authorized by CTA 50-909, Chapter 40, table 75. Operational needs for information resources in any of the IMA disciplines will be developed by the user and submitted through the user's IMO to the supporting area DOIM. The CAPR format (app E) will be used to request information systems, equipment, and accountable supplies. All CAPRs will be submitted to the area DOIM servicing your installation as shown at appendix B, table B-1 through B-6. CAPRs will not be routed directly to the regional DOIMs or the ACoFS, IM.

b. A CAPR is not required for replacement of "unserviceable" or "not cost effective to repair" equipment which has been previously approved via the CAPR process. To obtain the same type of replacement equipment, the user will submit a memorandum through the supporting area DOIM to the regional DOIM (36th or 41st Signal Battalion) with a copy of the IC trouble report stating that the equipment is "unserviceable" or "not cost effective to repair."

c. A CAPR is required for replacement of antiquated equipment (which has been determined to be "unserviceable" or "not cost effective to repair") with new equipment with different or additional capabilities, only if those capabilities are not included as a part of the base system configuration. If only the base system is required, the procedures in subparagraph 4-6b apply.

d. EUSA-wide CAPRs shall be used for justification to migrate older systems to newer base systems. Units still must submit separate CAPRs to replace the older systems but need not justify the requirement to replace the older system with the base system. Capabilities beyond the base system however, still must be justified and other CAPR requirements must also be met by submitting an SF 120, (Report of Excess Personal Property) TDA actions, and so forth.)

e. The user/requester will--

(1) Obtain validation from the appropriate MSC IMO before submitting a CAPR to the DOIM for processing.

(2) Identify special site preparation that must be completed prior to satisfying the CAPR. Special site preparation such as electrical power (including surge protection), computer furniture, air conditioning, and so forth, is the user's responsibility. The supporting area DOIM will assist the user in identifying special requirements. (The user must submit the appropriate work orders for special site preparation, but the user should not initiate action for special upgrades until the CAPR is approved.)

(3) Ensure that requirements cited in AR 380-19, paragraph 4-4, are met or a waiver is obtained if the system is to become part of a local area LAN.

(4) Provide rationale for ordering nonpreferred product software if the user is requesting other than preferred product software listed in appendix F.

(5) The user will identify a fund cite and submit a DA Form 3953 (Purchase Request and Commitment (PRC)) as an enclosure to the CAPR for all equipment not centrally funded through the RS process (for example, items the unit will provide organic EUSA monies to procure).

(6) After approval of the CAPR, initiate TDA action by completing DA Form 4610-R (Equipment Changes in MTOE/TDA), IAW appendix G, subparagraph 15b, on all items costing more than \$5,000 per unit. This form can be locally reproduced on 8-1/2 by 11-inch paper. Additionally, this information should be provided to the appropriate supply organization to prepare a PRC. Forward the PRC to the DOIM for submittal with the CAPR. The completed PRC indicates availability of funding and that TDA authorization for equipment is approved or being requested.

(7) Per guidance contained in AR 5-12, coordinate through appropriate frequency management offices all CAPRs involving Communications-Electronics (C-E) equipment which will radiate a signal to receive assurance that frequencies to support this C-E equipment are either currently available or will be available at the time of procurement. If this frequency management information is not available at area or regional DOIM offices, guidance may be obtained from EAIM-O or HQ USFK/FKJ6-OF. For proposed C-E equipment not currently authorized frequencies, submit a frequency request through proper channels to the Joint Frequency Management Office (JFMO), (HQ USFK/FKJ6-OF) IAW policies and procedures contained in appendix H.

(8) Prepare an SF 120 for equipment being replaced IAW DOD 7950.1-M, TB 18-107, and the procedures outlined in appendix I.

(9) For pager requirements, provide approved frequencies and pager codes. Coordinate frequency availability with the ACoFS (EAIM-O) and pager codes with the appropriate area pager systems manager.

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(10) Coordinate with the area DOIM for assignment of a CAPR number and identification of the approved RS initiative to support the requirement.

Submit CAPRs for processing and approval IAW appendix E.

f. The Area DOIM will--

Assist customer in CAPR preparation, if required.

(2) Identify the appropriate approved RS initiative to satisfy the requirement. If there is no approved RS initiative to satisfy the requirement, assist the customer, if necessary, in submitting an out-of-cycle RS initiative for the requirement through command channels IAW appendix C.

Assign a CAPR number IAW appendix E, annex 1.

(4) Validate the requirement. Return invalidated CAPRs through the submitting staff element or IMO.

(5) Ensure that optimum use is made of available information resources to preclude duplication of effort.

(6) Review CTA 50-909, chapter 40, table 75 , and SB 700-20. If no standard item is available, the user, in conjunction with DOIM, will submit either a DA Form 4610-R, IAW AR 71-13, para 2-40, or DA Form 4840-R (Request for Type Classification Exemption/LIN for Commercial Equipment) IAW AR 71-13, figure 2-3 or 2-4. Items over this amount must be documented IAW CTA 50-909, paragraph j, and AR 71-13/310-49 and a DA Form 4610-R submitted. All equipment actions requiring addition to MIOE/TDA will include a CAPR and PRC along with the DA Form 4610-R or DA Form 4840-R. Action will be routed thru: ACofS, IM, ATTN: EAIM-FM, Unit #15236, APO AP 96205-0009, for signature, and thru: HQ, EUSA, ATTN: FKRM-MA-D, Unit #15236, APO AP 96205-0010, to: HQ, U.S. Army Contracting Command, Korea, ATTN: EAKC-ASD, Unit #15289, APO AP 96205-0062.

(7) If a CAPR is to replace serviceable equipment, ensure that an SF 120 has been prepared and forwarded to the ACofS, IM, ATTN: EAIM-PP, Unit #15236, APO AP 96205-0009, IAW appendix I. The unit IMO will also include a statement of whether excess equipment will be reutilized to satisfy a requirement within the IMO's area of responsibility, further justification for reallocation is not required.

(8) Ensure all CAPRs which involve C-E equipment which radiates an electromagnetic signal (for example, uses a frequency) are forwarded to the ACofS, IM, ATTN: EAIM-P, Unit #15236, APO AP 96205-0009, for final approval. Typical C-E equipment requiring frequency support which might be procured through the CAPR process includes (but is not limited to) wireless microphones,



paggers, land mobile radios (IMRs), "handi-talkies", "bricks", and high frequency (HF) transmitters (including military affiliated radio system). This review process applies to all CAPRs pertaining to the procurement of C-E equipment regardless of whether the CAPR involves new C-E equipment or the replacement of C-E equipment that is no longer serviceable. There are no waivers to this process granted by the ROK Government for "low power" devices.

(9) Forward CAPRs that cannot be approved at the Area DOIM level to the regional DOIM for action.

(10) Monitor the status of CAPRs for organizations within the Area DOIM's responsibility.

g. Regional DOIMs (Commanders, 36th and 41st Signal Battalions) will--

(1) Maintain copies of the currently approved EUSA RS initiatives. As required, provide advice and assistance to the DOIMs in identifying the appropriate RS initiatives for each CAPR being submitted.

(2) Monitor the status of all CAPRs within the regional area of responsibility. Establish procedures to provide current CAPR status information to the area DOIM's and users on a monthly basis.

(3) Review CAPRs approved by the area DOIMs for completeness and compliance with regulatory and policy guidance.

(4) For CAPRs forwarded from the area DOIMs for action--

a) Ensure that the CAPR has been completed IAW appendix E

b) Validate the requirement and certify the technical solution for consistency with applicable architectures. Return invalidated CAPRs to the user through the submitting area DOIM, staff element, or IMO.

(c) If an approved CAPR is to replace serviceable equipment, ensure that the SF 120 has been prepared and forwarded to the ACofS, IM, ATTN: EAIM-PP, Unit #15236, APO AP 96205-0009, IAW appendix I. The regional DOIM will also include a statement of whether excess equipment will be reutilized to satisfy an approved CAPR requirement within the regional DOIM's area of responsibility or released for reutilization throughout the command.

(d) Approve a CAPR if within approval criteria defined at appendix E, annex 2, and work with the user to obtain a PRC for the procurement action. Initiate procurement action for CAPRs approved by the regional DOIM by forwarding CAPR and PRC to CCK, with information copies provided to the submitting user/area DOIM, 1st Sig Bde, ATTN: ASQK-AM, Unit #15271, APO AP 96205-0044, and the ACofS, IM, ATTN: EAIM-P, Unit #15236, APO AP 96205-0009.

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(e) Forward CAPRs that cannot be approved at the regional DOIM level to the ACoS, IM, for action.

h. The ACoS, IM will--

(1) For requests not previously assigned a CAPR number, assign a CAPR number per appendix E, annex 1.

(2) Maintain copies of the currently approved EUSA RS initiatives and provide copies of new RS initiatives to the regional DOIMs (36th and 41st Signal Battalions) and MSCs upon approval.

(3) Monitor the status of all CAPRs and manage the CAPR tracking system. Establish CAPR database access procedures which will enable the area DOIMs, regional DOIMs, and the ACoS, IM to input data and monitor CAPRs within their area of responsibility.

(4) Review CAPRs approved by the regional DOIMs for completeness and compliance with regulatory and policy guidance.

For CAPRs forwarded from the regional DOIM for action, review and--

Ensure that the CAPR has been completed IAW appendix E.

(b) Validate the requirement and certify the technical solution for consistency with the current Army and EUSA IMA architecture. Return invalidated CAPRs to the user through the submitting regional DOIM, area DOIM, staff element, or IMO.

(c) Ensure that all CAPRs involving C-E equipment which radiates an electromagnetic signal (for example, uses a frequency) are coordinated through the USFK, JFMO, (USFK/FKJ6-OF) regardless of whether the CAPR involves the purchase of new C-E equipment or the replacement of existing C-E equipment that is no longer serviceable.

(d) Forward CAPRs that cannot be approved by the ACoS, IM to the ISRB for action.

Coordinate actions for conducting an ISRB.

Chair the ISRB. (See subparagraph 2-9e for board membership.)

(g) Act on the ISRB recommendations to return disapproved CAPRs to the user IAW subparagraph 4-6f(5)(b); process approved CAPRs for the ISRB IAW subparagraph 4-6f(5)(c); or forward approval recommendations which cannot be completed at the local level to HQDA (DISC4).

(h) Provide financing, if applicable

(i) Perform internal or external coordination to resolve technical and administrative issues. Ensure that all affected elements are consulted, with regards to changes to technical solutions.

i. The Manpower Requirements and Documentation Activity - Korea (MARDA-K) will --

(1) Receive DA Form 4610-R or DA Form 4840-R with approved CAPR from the ACofS, IM.

(2) If not already authorized by specific document, a EUSA Interim Authorization Approval (IAA) will be issued unless the action is in contravention with regulations listed in subparagraph 4-6f(6) or other HQDA policy.

(3) User's having reason to believe that an item will cost in excess of \$5,000, should include a DA Form 4610-R or DA Form 4840-R with their initial CAPR submission packet. This action will streamline the process and eliminate further delays. If the item is approved, the request will be forwarded thru MARDA-K to the user for preparation of the PRC.

(4) The completed and approved packet will be forwarded to the CCK

j. The CCK will

(1) Initiate purchase action only upon receipt of approved CAPR packet, to include the ACofS, IM's signature or representative, and the IAA, (as may be required), by USAMARLA-K or HQ, DA DCSOPS/USAFISA.

(2) If equipment listed on the CAPR configuration is not available, ensure CCK coordinates configuration with the ACofS, IM, ATTN: EAIM-P, Unit #15236, APO AP 96205-0009.

(3) Provide an information copy of completed purchase action to the appropriate regional battalion (36th or 41st Signal Battalion); Commander, 1st Sig Bde, ATTN: ASQK-AM, Unit #15271, APO AP 96205-0044; and the ACofS, IM, ATTN: EAIM-P, Unit #15236, APO AP 96205-0009. The information copy of the purchase action will clearly indicate the CAPR identification number of the requirement being satisfied. When multiple requirements are consolidated in a single procurement action, each item or group of items will be identified with the appropriate CAPR identification number(s).

(4) Provide immediate feedback to the regional DOIM or EAIM-P, as appropriate, on any modifications or deviations to the procurement package.

**4-7. OTHERS.** Procedures for each of the IMA disciplines will be discussed in more detail in separate chapters dedicated to covering that particular discipline.

## CHAPTER 5

### AUTOMATION

5-1. **INTRODUCTION.** Automation is used to process, manipulate, and store information and supports the activities of integration, access, storage, use, retrieval, dissemination, management, and disposition of information. In instances of conflicting policy with Army Regulations (AR) or other DOD directives, the AR or DOD directive take precedence.

#### 5-2. GENERAL AUTOMATION MANAGEMENT POLICY.

a. Automated Information Systems (AIS). The AIS will receive functional guidance, direction, and requirement validation from the functional proponent.

(1) AIS will be developed and managed according to current life cycle principles and standards which conform to AR 25-9.

(2) When planning for AIS, information managers must consider the Army and EUSA goals of architectural integrity, compatibility, and interoperability, and will incorporate the elements of those functions into system design and acquisition.

(3) All EUSA functional proponent top-down driven AIS must comply with the EUSA information architecture and will address interface requirements with the installation architecture unless specifically exempted. Tactical systems which operate on installations and impact or interface with sustaining base systems will be coordinated with the Area DOIM.

(4) When automation is used to support another discipline, the same rules and procedures apply to that system as it does to any AIS.

b. The EUSA staff elements, MSCs, installations, tenants, and separate activities of the Army will report all automation assets IAW USAISC Automation Equipment Inventory Reporting Instruction Manual, pertaining to DOD Automation Resources Management System (ARMS).

c. Defense Data Network/Electronic Mail (DDN/E-Mail) policy. DDN is a large military common-user data communications internetwork and normally will be used for long-haul automated data transfer. E-Mail is the method used locally to send and receive messages by electronic means from one computer to the other. (Refer to DDN/E-Mail policy described in appendix J.)

d. To obtain needed equipment and services, the CAPR process will be used to document and justify the requirements IAW appendix E.

e. Information Systems Security (ISS). ISS is governed by AR 380-19 and the ACofS, J2, is the USFK/EUSA proponent.

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f. The ACoFS, IM is the functional proponent for ARMS

(1) The ARMS program in EUSA is governed by USAISC Automation Equipment Inventory Reporting Instruction Manual, DOD 7950.1-D and DOD 7950.1-M. ARMS is an interim reporting system requiring documentation of all automatic data processing systems listed on property records. ARMS is to be replaced by the Standard Property Book System-Redesign when the reporting system has been completed.

(2) EUSA commanders, the ACoFS, IM, DOIMs, and IMOs will ensure automation assets are properly documented into ARMS data base and that the ARMS data base is updated quarterly and validated with local property books to maintain management accountability.

g. Reporting and reutilization program. The ACoFS, IM (EAIM-PP), will centrally manage excess software and IPE reporting and reutilization. An SF 120 must be prepared 6 months prior to projected release date or when initiating a CAPR to upgrade or replace installed equipment IAW DOD 7950.1-M and TB 18-107. Send excess report via E-Mail to [fkj6-pp@seoul-emhl.army.mil](mailto:fkj6-pp@seoul-emhl.army.mil) using the format described in annex 2 to appendix I (E-mail form of SF 120). Units and activities that cannot access E-Mail will report using the SF 120 (See sample SF 120 at figure 1, annex 1 to appendix I). Policies and procedures for reporting and reutilization program are described at appendix I.

h. Government Open Systems Interconnection Profile (GOSIP). GOSIP is a subset of the Open System Interconnection specifications selected by the government in coordination with industry which enables system development by multiple vendors. GOSIP is the preferred protocol for data communications and is the sole DOD protocol for data communications in. As such, all new EUSA automated information system acquisitions requiring data communications will conform to GOSIP.

i. Government computer systems, to include all components, software, and hardware are not authorized for personal use in the office or personal residence.

### 5-3. SOFTWARE MANAGEMENT POLICY.

a. Acquisition, use, and control

(1) The most cost-effective method will be used to obtain application software. A lease/purchase analysis will be performed on all acquisitions to determine the software licenses. Alternate pricing methods will be solicited and evaluated unless they are waived IAW the Army FAR Supplement 70.307(c).

(2) All information managers will ensure that the software is not acquired or developed if the software is already owned or leased by the Army and is available for widespread use. The USAISC manages the Army Software Sharing Program (for example, the information systems clearing house, and the Army reusable code library that supports software sharing) for this purpose.

(3) The off-the-shelf software will be selected from the list of EUSA Supportable Software List in appendix F. Software requested other than those listed in appendix F should be coordinated with the servicing IC prior to CAPR submission and fully justified on the CAPR. The IC is only responsible for software support within the physical and personnel capabilities on-hand and cannot support unique or low density software procurement. If software other than that listed in appendix F is approved for purchase, the following applies:

(a) It will not be supported by the ICs with user training or software maintenance service.

(b) User training and software maintenance service will only be provided when the user provides the necessary funds to contract for such services.

(4) Whenever possible, software packages will be procured through Army standard contracts. Exceptions (such as, additional or replacement software) must be fully justified in the user's requirement.

(5) The EUSA staff elements, MSCs, installations, tenants, and separate activities of the Army will ensure that--

(a) The installation information system architectures includes all software on-hand in the baseline configuration and identify specific software needed for the target and objective configurations.

(b) All initiatives in the RS identify specific software that will be compatible with the software in the installation information system architecture.

(c) Each CAPR, requesting commercial software, is complete (to include the purpose, justification, proposed implementation, and program description) and meets the requirement of subparagraph 5-3a(4). The requirement is also compatible with the approved initiatives in the RS.

The information managers at all echelons will ensure that--

(a) All commercial software or proprietary software is accounted for and properly managed to prevent them from damage, loss, abuse, or unauthorized use.

(b) The unit ISS Standing Operating Procedures includes commercial software control procedures as shown in subparagraph 5-3a(7).

The following are general ADP control procedure guidelines:

(a) All original software and documentation (software manuals) regardless of value, will be accounted for as a durable item under a hand receipt. See AR 710-2, subparagraph 2-31(1).

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(b) As a minimum, perform an annual physical inventory of all software and its documentation. IMOs will require prompt reporting of lost software through the Terminal Area Security Officer (TASO) and Information Systems Security Officer (ISSO).

(c) Conduct investigation for property not accounted for.

(d) Excess software will be identified and reported through the organization's IMO and DOIMs to the ACofS, IM, ATTN: EAIM-PP, Unit #15236, APO AP 96205-0009, for reutilization screening IAW procedures described in appendix I.

(e) TASOs, ISSOs, or system administrators will perform periodic reviews of government-owned microcomputers and personal computer (PC) hard disks, within their area of responsibility, to identify undocumented/unauthorized copies of software being used and will take appropriate corrective action IAW ARs 25-1, 25-30, and 380-19. Inform individuals of their potential personal liability for copyright infringements. Appropriate disciplinary actions will be taken when repeated copyright infringement incidents are identified.

(f) Copyrighted computer software will not be copied, except as specifically provided for in acquisition agreements or when approved in writing by the software supplier. Unauthorized reproduction of copyrighted software violates Federal Law and policy established by ARs 25-1 and 27-60. Individuals involved in such actions can be held liable for all costs to the government resulting from these actions.

b. Proprietary software-site licenses and protection. The requirement for acquiring/using proprietary software for PC usage will be based on functional requirements.

(1) The functional managers will consolidate all like software requirements in their organizations and submit them through their IMO to the supporting DOIM. The supporting DOIM will review and consolidate requirements prior to determining a technical solution. If the requirement appears to have a broader application, the DOIM will forward them to the ACofS, IM, ATTN: EAIM-P, Unit #15236, APO AP 96205-0009, for MACOM consolidation.

(2) The software-site license requirements will be referred to the USFK/EUSA, ISRB, for approval. The ACofS, IM will process the procurement of site licenses, as it is approved and recommended by ISRB, through CCK.

c. Development/maintenance.

(1) Ada is the programming language for automation technology resources used in AIS, intelligence systems, tactical systems, and weapon systems that have information resources such as computers as part of or embedded in the host system.

(2) The use of off-the-shelf software and advanced software technology implemented in other than Ada language, which no modification or government maintenance is required, will be considered as a cost effective alternative.

(3) The Commander, EUSA, is authorized to approve development of AIS that are not expected to cost more than \$2.5 million.

(4) Information Processing Facilities are responsible for providing local software development and maintenance subject to the computer systems capabilities and staffing at each facility.

(5) Government-related work processed on an employee or government-owned PC, regardless of the ownership of the computer or other related resources, is the property of the U.S. Government.

(6) STAMIS will not be changed or duplicated without the approval of the functional proponent. Similarly, standard hardware and software configurations will not be changed or duplicated without the approval of the appropriate configuration management authority. Request for changes or modifications will be submitted to the system/software developer or functional proponent for functional changes as an engineering change proposal to the system.

(7) Procedural languages and programming language compilers will normally not be used in end user (office) environments. In this context, a BASIC interpreter is considered procedural in nature and will not be used by end users to develop programs; however, a BASIC compiler may be made available to system administrators or agencies that have authorized programmers to compile existing BASIC programs for more efficient operations. Routines written using facilities of commercial software, such as dBASE IV and LOTUS 1-2-3, are not restricted and may be used.

(8) Future acquisitions of office technology to meet EUSA internal needs will not include compilers or interpreters unless it is essential for their operation and fully justified. Exceptions to the above policy are: When they are "bundled" with other software; when they are required to run other software; and when they are installed on read-only memory to be used as a run-time tool and not for program development.

(9) System managers and administrators will remove or "lock" compilers, interpreters, and so forth, as stated in 5-3b(7), from end users. In the event this is not technically feasible, end users will be instructed not to use them in the office environment, or managers will ensure that these are used only to maintain software already developed and not to support additional software development.



5-4. **HARDWARE MANAGEMENT POLICY.**

a. ADPE maintenance. The Office of the Acquisition Management, 1st Sig Bde, (ASQK-AM), is responsible for the administration of ADPE maintenance contracts IAW appendix G.

b. IAW AR 25-1, employees in this command may use government or employee-owned PCs and associated automated resources to process government-related work off the government work site. The following procedures apply:

(1) Employees are permitted to use employee- and government-owned PCs when voluntarily processing work off-site, subject to controls over records and property. Personnel issues (such as, place of work and compensation and overtime for work done in the field, on travel, and at home) are governed by Title 5, USC 5542. Off-site use or creation of files and records are subject to the policy and the provisions of AR 380-5, AR 380-19, DOD 5200.28-D, DOD 5200.28-M, and DOD 5400.11-R.

(2) Supervisors will approve or deny permission for off-site processing IAW the policy and provisions of subparagraph 5-4b(1). Classified or sensitive data involving national security, privacy act information, or procurement decisions will not be authorized for off-site processing. DA Form 5632-R (Request and Approval for Off Site Processing), which will be locally reproduced on 8-1/2 by 11-inch paper, is shown at appendix K. An OF 7 (Property Pass) may also be required IAW appropriate property accountability policies and procedures.

(3) Government agencies are not responsible for costs associated with processing work or maintenance cost of employee-owned PCs.

(4) When processing approved job-related work off-site on an employee- or government-owned computer, the computer will be used only in the stand-alone configuration, unless a specific waiver is granted by the local security officer based on risk management analysis.

c. Microcomputer and minicomputer acquisition.

(1) To ensure compatibility and interface of microcomputers and minicomputer systems within EUSA, command policy requires using microcomputers and minicomputers which can be supported locally, except where the requirement clearly cannot be satisfied by using these items which are selected from Joint Services and Army requirements contracts. In such cases, the equipment must be compatible with the equipment or systems offered by the microcomputer and minicomputer requirements contracts. When the requirement states equipment or systems will be used as part of or as a network, that equipment or system must be capable of accessing E-Mail or DDN.

(2) Approval authority for all acquisitions from Joint Services and Army requirements contracts is retained by the Commander, EUSA, or as delegated. The following criteria must be met prior to granting acquisition approval:

(a) The microcomputer and minicomputer will not be used to replace TOE systems requirements. However, they may augment or enhance TOE system equipment.

(b) The microcomputer and minicomputer contracts will not be used to duplicate or replace any part of a STAMIS, unless directed by a DA level Major Automation Information System Review Council.

(c) Requests will identify intent to interface with a LAN or DDN.

**5-5. MICROGRAPHICS MANAGEMENT POLICY.**

a. Micrographics is used in the IMA for the miniaturization of information onto various forms of microfilm, the most common being microfiche. The basic policies and procedures governing micrographics are contained in AR 25-1, paragraph 5-5.

b. The EUSA functional proponent for micrographics is the ACofS, IM (EAIM-PP).

c. Micrographics equipment acquisition including printers, computer output microfilm units, film processors, and cameras will be requested using a CAPR.

## CHAPTER 6

### TELECOMMUNICATIONS

#### INTRODUCTION.

a. The telecommunication discipline provides the ability to gather and disseminate information through the transmission, emission, and reception of information of any nature by audio, visual, electro-optical, or electromagnetic systems.

b. Telecommunication support provides inter- and intra-communications between the various information systems found in all three environments (sustaining base, strategic, and theater/tactical). This support is provided through both common-user and dedicated networks.

#### RESPONSIBILITIES

a. The ACoS, IM will--

(1) Exercise management and operational control over all U.S. Army telephone facilities and leased telecommunication services in the ROK.

(2) Establish policy relating to Defense Switch Network (DSN) and government leased telecommunications services, and resolve differences when necessary.

(3) Validate, disapprove or recommend approval of DSN requests requiring final approval by the Commander in Chief, Pacific (CINCPAC) or higher authority.

(4) Process requests for emergency action telephone service from Seoul or Theater Air Navy Ground Operations (TANGO) emergency action console that are approved by ACoS, J3.

(5) Review and approve requests for telephone service for ROK military and civilian agencies and contractors unless previously included in existing memorandum of understanding (MOU).

(6) Enforce the provisions of this telecommunications policy and direct termination of unauthorized services.

(7) Approve telecommunications service requests for Korea Telecomm (KT) or other commercial provider for use by U.S. agencies.

(8) Approve exceptions to this policy.

b. The Commander, 1st Sig Bde, will--

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- (1) Ensure that common-user telephone services are adequate to meet official requirements on U.S. Army installations in Korea.
- (2) Provide reimbursable telecommunications service on U.S. Army installations as directed by the Commander, EUSA. This includes any telephone and in country commercial leasing actions.
- (3) Publish and distribute a UNC/CFC/USFK/EUSA telephone directory every 18 months.
- (4) Implement a billing procedure and provide internal controls and accounting procedures for communications service in coordination with the U.S. Army Finance and Accounting Office, Korea.
- (5) Provide funds for monthly leasing of communications cable facilities/circuits under the Ministry of Communications (MOC) agreements.
- (6) Review annually, the requirements for government provided class B telephone service. Elimination may be justified because of the availability of commercial telephone service. Provide results of review to the ACoFS, IM, ATTN: EAIM-O, Unit #15236, APO AP 96205-0009.
- (7) Direct reimbursable support be suspended when reimbursable accounts are more than 30 days delinquent. Service may be reinstated for first time delinquencies if the account is settled prior to becoming 60 days delinquent. Service will be permanently terminated for accounts that are 60 days delinquent and for second time 30 day delinquencies.
- (8) Coordinate with the Finance and Accounting Office for direct payroll deduction of telephone bills for personnel under the Joint Uniform Military Pay System.
- (9) Determine funding arrangements for commercial telephone service.

c. The DOIM will--

- (1) Enforce the provisions of this telecommunications policy and, through command channels, recommend termination of unauthorized services.
- (2) Provide common-user telephone services for official requirements.
- (3) Issue, control, supervise, and account for all telephone credit cards issued to General Officers for official use within their area of responsibility.
- (4) Approve or validate, and process all requests for standard and special official telephone service. Requests requiring approval by higher authority must be forwarded through command channels.

(5) Approve all class B local service requests on a first-come, first-served basis.

(6) Through command channels, notify the ACofS, IM, ATTN: EAIM-O, Unit #15236, APO AP 96205-0009, immediately when the telephone exchange line fill reaches 90 percent. Initiate action to halt or reduce line fill as it approaches this level. Conduct a traffic study to determine the proper line fill limit. Maintain line fill at or under 85 percent unless specific approval of the ACofS, IM has been obtained.

d. The IMO at each command, separate activity, or major staff section will--

(1) Establish proper administrative procedures and control to prevent telephone abuse. Initiate corrective action when abuse is discovered.

(2) Ensure the current appointment of a Telephone Control Officer (TCO) in the grade of E-7 or above or the civilian equivalent. Ensure the appointment includes the telephone number and date estimated return from overseas (DEROS) of appointee. Provide a copy of duty appointment to the supporting DOIM and the ACofS, IM, ATTN: EAIM-OM-VS, Unit #15236, APO AP 96205-0009.

e. The TCO will--

(1) Be the single POC for all telephone matters

(2) Authenticate telephone service requests to ensure correctness and validity.

(3) Provide control numbers to personnel booking official DSN and commercial calls through the operator and maintain a log for these calls. Ensure the commander or director's approval prior to providing control numbers for authorized personal emergency calls.

(4) Control access to commercial telephones and military telephones that have long distance commercial access. Maintain a separate log on all long distance commercial calls made from these telephones.

(5) Review telephone control number logs and forward the logs to the ACofS, IM, ATTN: EAIM-OM-VS, Unit #15236, APO AP 96205-0009, NLT the fifth working day of the following month.

### 6-3. FREQUENCY MANAGEMENT.

a. General. The frequency spectrum is a natural resource and, within the ROK, is wholly owned and controlled by the ROK Government. All frequencies used by U.S. Forces and DOD agencies must be fully coordinated with and approved by appropriate agencies of the ROK Government. Units subordinate to,

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or supported by, EUSA should request frequency support, through the appropriate IM channels, from the USFK, Joint Frequency Management Office (JFMO).

b. The Joint Frequency Management Office. The JFMO has been established as a "joint" office under authority of USCINCPAC as the single entity to manage the frequency spectrum for all U.S. Forces stationed in, deployed to, or operating on the ROK peninsula and within 200 nautical miles of its borders (except within nKorea). The JFMO coordinates frequencies with the ROK Government through the collocated U.S./ROK Joint Military Frequency Committee (JMFC).

c. The U.S./ROK JMFC. The JMFC was established in 1972 by agreement between USFK/J6 and the ROK MND J6 and is comprised of U.S. and ROK personnel. The JMFC is the sole agency authorized to coordinate all U.S. and ROK military frequency use with appropriate offices of the ROK Government. Requests for permanent use of frequencies which will be protected by the ROK Government are coordinated with and approved by the ROK MOC. Requests for temporary use of frequencies or those permanent frequencies which, by nature of the mission, do not require protection by the ROK Government, are coordinated with and approved by the ROK MND.

d. Submission of frequency requests. See appendix H for specific instructions.

e. Meaconing, Intrusion, Jamming, and Interference (MIJI) Reporting. Reporting procedures for MIJI incidents are contained in UNC/CFC/USFK Regulation 525-6.

(1) Frequencies which have been properly engineered, coordinated with or assigned by the ROK MOC as "protected" frequencies, and used within the limits of that assignment (for example, within power, bandwidth and location limits, and so forth), should neither cause, nor experience interference from other authorized spectrum users. Authorized users experiencing MIJI on protected frequencies should submit MIJI reports IAW UNC/CFC/USFK Reg 525-6.

(2) Frequencies coordinated with and assigned by ROK MND on a "non-interference-basis" (NIB) are generally intended to support exercises or those permanent operations where "protected" frequency support could not be obtained from the MOC. Users of NIB ("unprotected") frequencies may, at times, suffer interference from other authorized users. Should the victim user suffer unacceptable degradation, operations should be shifted to spare or alternate frequencies when available. Should the degradation continue, the victim user should seek guidance from the JFMO (HQ USFK/FKJ6-OF) concerning the availability of additional frequencies and/or whether to submit a MIJI report IAW UNC/CFC/USFK Reg 525-6.

**6-4. DEFENSE COMMUNICATIONS SYSTEM (DCS).**

a. General. The DCS is a composite of DOD owned and leased communications equipment and networks comprised of facilities, personnel, and material under the management control and operational direction of the Defense Information Systems Agency (DISA).

b. Defense Switched Network. DSN provides local, inter-base (Korea), and long-distance direct-dialing or operator-assisted service. DSN replaced the automatic voice network.

(1) Restrictions on use. DSN will only be used for official business of the U.S. Government and must be the user's first choice of long distance voice communications.

(2) Data transmission. The DDN is specifically designed for transmission of data and must be used when total data transmission time exceeds 1 hour per 24-hour period. Transmission of non-voice data in any form (facsimile, modem, and so forth) will be kept to a minimum. Any person or organization that plans to use any DSN telephone line for non-voice data transmission purposes and cannot comply with the provisions listed in subparagraph 6-4b(2)(a) thru (d) will submit a request for waiver to the ACofS, IM ATTN: EAIM-OM-VS, Unit #15236, APO AP 96205-0009. Joint Chiefs of Staff and DISA policy require compliance with the following provisions before a DSN telephone line can be used for data transmission: Data transmission on DSN will--

(a) Be limited to ROUTINE precedence

(b) Be limited to non-peak telephone traffic periods both locally and at the distant end. For Korea to the continental U.S. (CONUS) calls, the time period is 1400-2100 hours Korea time.

(c) Be limited to 18 minutes per session, not to exceed 1 hour total transmission time per 24-hour period.

(d) Use a Secure Telephone Unit, Model III (STU III) or have an internal automatic disconnect device to terminate use of the DSN telephone line after the data session is preempted or inactive for 1 minute.

(3) DSN subscriber requests for direct dial DSN cverseas (Pacific, CONUS, Global) access or precedence capability must be submitted through the TCO and local DOIM to the ACofS, IM, ATTN: EAIM-OM-VS, Unit #15236, APO AP 96205-0009, for approval processing. All requests must be submitted using the JCS MOP 8 format.

(4) DSN access in quarters for temporary duty general officers. When the local situation permits, official telephone service with DSN access is authorized in rooms of on-post visiting general officers for the conduct of official, mission-essential business.

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(5) Foreign government DSN access. The Commander, EUSA, may authorize the temporary use of DSN, at ROUTINE precedence, by personnel of friendly foreign governments and of treaty organizations for discussion of official U.S. Government business with U.S. personnel, if such use will not reduce the grade of service provided to U.S. users. Permanent DSN access may be approved as part of a foreign military sale arrangement. Requests for permanent DSN access will be processed IAW JCS MOP 43 through the ACofS, IM, ATTN: EAIM-QM-VS, Unit #15237, APO AP 96205-0009.

### **DEFENSE DATA NETWORK.**

a. General. The DDN will be used to meet all DOD requirements for long-haul communications, unless an exemption or waiver has been obtained. A request for exemption or waiver from use of DDN will be submitted to the ACofS, IM, ATTN: EAIM-PP, Unit #15237, APO AP 96205-0009, for approval. Full justification for deviation will be included in the request. Any new DOD application devices and systems will include an interface to the DDN if long-haul communications are required.

b. Classified or exempt devices and systems. All requests for classified devices and systems must be processed IAW with AR 380-19, paragraph 3-8.

### **TELEPHONE SYSTEM MANAGEMENT.**

a. Telephone service is limited by manpower, fiscal restrictions, and available communications equipment. The primary mission is to provide essential communications for the successful conduct of the U.S. Armed Forces mission. Specific policy is in appendix L.

b. DOD 4640.4-I provides the phone rates. See appendix L, annex 1, for current phone rates.

c. Telephone monitoring. DOD telephones are provided for the transmission of official government information only and are subject to communications security monitoring at all times. Use of official DOD telephones constitutes consent to communications security telephone monitoring IAW DOD 4640.6-I.

d. Telephone call control. See appendix L for instructions.

## **6-7. CIRCUIT REQUESTS.**

a. General.

(1) EUSA organizations requesting communications circuits which traverse the DCS or commercial systems will submit their request through command channels to HQ, USFK, ACofS, J6, Transmission Systems Office, ATTN: FKJ6-QM-TS, Unit #15237, APO AP 96205-0010.



(2) Requests for circuits from U.S. Air Force or U.S. Navy activities will be submitted through component channels for processing IAW applicable service regulations.

b. Routine Circuit Requests.

(1) The format for preparing a circuit request is at annex 3 to appendix L.

(2) In all cases, the first path will be over the DCS system, second over non-DCS systems, and last over commercial systems.

(3) Routine circuit requests will be submitted NLT 90 days prior to the service date for DCS circuits and NLT 30 days for non-DCS circuits. Failure to process circuit requests by these dates may result in no service.

(4) In the event commercial leases are required, units are responsible for paying of all leased costs. Each unit will provide a fund cite and PRC along with a Communications Service Request.

(5) Requests for circuits will be submitted by letter or message. Format for requesting communications circuits is at annex 3 to appendix L.

d. Exercise circuit requests.

(1) For each major exercise (for example, FOCUS CLEAR, TEAM SPIRIT, FOCUS LENS, and FOAL EAGLE) requests for communications support (for example, circuits and telephones) and funding estimates will be coordinated through the ACofS C6, Operations Plans Branch (CFCH-OD-OP) at least 6 months in advance. Circuit requirements will be solicited by directives prior to those exercises.

(2) The ACofS, C6, Operations Plans Branch will, in all cases, document and validate major exercise circuit and telephone requirements prior to their submission to the ACofS, J6, Transmissions Systems Office or Voice Systems Office for action.

(3) For individual unit exercises, requests for communications support will be coordinated through the ACofS J6, Transmission Systems Office and/or Voice Systems Office prior to each exercise. Communications requests are to be submitted NLT 30 days prior to activation date (see annex 3 to app L). Failure to process communications requests by this date may result in no service. If funding is required, each unit will submit a fund cite and PRC for their respective units/organizations along with communications support requirements.

6-8. MINIMIZE. See appendix M for instructions

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**6-9. INSTALLATION RADIO SYSTEM OPERATION MANAGEMENT.**

a. Military Affiliate Radio System (MARS). Policies and procedures are contained in AR 25-1 and USFK Reg 105-75.

b. Radio Frequency Management. See appendix H for instructions.

## CHAPTER 7

## VISUAL INFORMATION (VI)

7-1. **INTRODUCTION.** The IMA VI functional area is defined as the use of one or more of the various visual media with or without sound. Generally speaking, VI includes still photography, motion picture photography, video and audio recording, graphic arts, visual aids, models, displays, visual presentation services, and the processes that support them.

7-2. **RESPONSIBILITIES.**

a. The EUSA, VI mission, an organizational element of Training Support Activity-Korea (TSAK), is under staff supervision of the ACofS, G3. However, the Director, TSAK, is the EUSA, VI, and as such, performs functions contained in AR 25-1, subparagraph 7-1h, on behalf of the ACofS, IM.

b. The creator or originator of any media is responsible for it's contents and is subject to the penalties and fines for noncompliance with copyright laws as contained in Title 18, USC.

7-3. **THE VI ACTIVITIES.** The VI element of TSAK is authorized by Defense Visual Information Activity Number A-1501, to perform type A, B, F, L, activities with authority to provide products and services in the following categories:

a. VI Support Center. VI support center provides VI support services to all organizations on an installation or within a defined geographic area. Services include motion picture, still photography, video and audio recording for non production documentary purposes, still video, graphic arts, VI library services, and VI equipment maintenance. Services may also include the purchase, lease or rental of off-the-shelf commercial VI productions for local use.

b. VI Production. Services include production, reproduction, and distribution of category 1 VI productions.

c. Combat Camera (COMCAM) and other operational documentation. COMCAM services include combat, contingency, natural disaster, field training, and other coverage to satisfy MACOM, Army, and DOD wide requirements.

d. Conferencing. TSAK monitors conference room design, engineering, technical solutions, and equipment through CAPR requests. Video Teleconferencing is a VI function that may be furnished as a temporary service or as a permanent installation. Electronic Conferencing is a combination of various electronic media which may include graphics, video, audio, and closed circuit television. Surveillance or subtractive video and motion detection video is included because of functional nature.

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e. VI Management. HQ TSAK provides customer consultation services and equipment acquisitions, management, and administration of operational VI activities for the MACOM, installations, and the defined geographical area. TSAK also provides limited acquisitions of commercial off the shelf productions.

**MINIMUM CAPABILITIES REQUIRED.**

a. TSAK VI resources will be used, when directed, to support the Army VI Documentation Program.

b. VI production and distribution resources support general purpose mission requirements at installation level for local area support.

c. VI personnel provide technical assistance in the upgrade VI facilities and systems.

d. DA Pam 25-91 mandates specific methods and procedures for operation and management of VI activities

**PRODUCTION.**

a. VI production and distribution resources support general purpose mission requirements at installation level for local area support.

b. The VI activity is authorized to make category 1 video productions. This category is limited to support the internal needs of the command (for example, productions must not be applicable for DA or DOD-wide use).

c. Purchase or lease of category 1 productions are authorized if they are available off-the-shelf from a commercial vendor, do not exceed 10 copies per title, and total cost per title does not exceed \$2,500.

d. Validation of a VI production requirement is the responsibility of the requester. Requests must be submitted on DD Form 1995-1 (Visual Information Production Request Evaluation and Approval) through the DOIM chain to the ACofS, IM, ATIN: EAIM-VI, Unit #15236, APO AP 96205-0009, for review. The DD Form 1995-1 will be locally reproduced on 8 1/2- by 11-inch paper. This review will include a Defense Automated Visual Information System product file search to determine if an acceptable product already exists, planned, or is in preparation by another DOD agency. Final approval authority is the ACofS, IM.

e. Still photo production prints will be limited to two copies each, in the standard sizes of 5 by 7 inch or 8 by 10 inch. Contact prints will not be provided. Only high quality prints will be produced.

f. A normal completion time for work order submitted is seven workdays. A priority system insures that most important work is accomplished first.

**DOCUMENTATION.**

a. TSAK is responsible for the submission of video, still photographic audio recording, or graphic arts products to DA as part of the Army VI Documentation Program for operational and historical purposes.

b. VI activities operating in the UNC/USFK/EUSA, area of operation will—

(1) Submit still and motion media master material to the VI manager for screening and forwarding to DA.

(2) Submit a VI DD Form 2054 (Audio Visual Activities Annual Report) through ACoFS, IM ATTN: EADM-VI, Unit #15236, APO AP 96205-0009, to the Commander, U.S. Army VI Center, Room 5A470 Pentagon, (ASQNV-OL Visual Media Library), Washington, DC 20310-4801. This form will be locally reproduced on 8 1/2-by 11-inch paper.

(3) Obtain VI Documentation Team or COMCAM Team credentials through or Press media credentials through the Public Affairs Office.

c. COMCAM personnel will be authorized access to information and areas that might be otherwise denied to public affairs and media personnel. COMCAM personnel may be TSAK military/civilian, or Combat Pictorial Detachment, Ft. Meade personnel.

**SYSTEMS/EQUIPMENT.**

a. The VI equipment (under \$15,000) may be requested using CAPR procedures. Equipment will not be procured without prior validation of the VI manager. Validation will be based on the ability to satisfy the requirement with available resources.

b. The VI equipment that is available for loan will require, as a minimum, monthly preventive maintenance services (for example, equipment must be returned to the loaning activity). Exceptions to this policy will be handled on a case-by-case basis.

c. Requests for VI investment equipment (over \$15,000) will be submitted to the VI manager for inclusion in the Visual Information Systems Program, submitted annually to DA.

**OPERATIONS.**

a. VI support is limited to events or activities related to military missions and functions. Use of VI products, equipment, or facilities for other than official purposes is prohibited.

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b. Only TSAK Central at Camp Coiner offers full service production and facilities for photography, graphic design, film library, video, equipment loan, and device fabrication. Graphics support is limited to camera ready art, overhead transparency printing, banner making and special techniques not available at customer self-help level. Training Support Center North and South are limited to photography and equipment loan.

c. Requesters of VI products or services with requiring set deadlines that cannot be accomplished within normal duty hours must provide funds for civilian employee overtime.

d. Detailed guidance on how to obtain VI products and services is available your IMO. A support matrix is provided at appendix N which provides telephone and building numbers.

e. Computer generated graphics will be developed within staff sections and offices for presentation within command briefing facilities. The VI activity will only provide specialized support.

## CHAPTER 8

### RECORDS MANAGEMENT

**8-1. INTRODUCTION.** The Records Management programs consist of the Freedom of Information Act (FOIA), Army Privacy Act, Official Mail Management, Essential Documents File, Management Information Control Office (MICO), Army Recordkeeping Management Program, Correspondence Management, and Office Symbol Management. This chapter will address those EUSA programs that require additional guidance.

#### GENERAL POLICIES.

a. AR 25-1, chapter 8, establishes U.S. Army policy for the Records Management Programs.

b. EUSA command specific guidance is provided in the appendixes to this regulation.

**8-3. FREEDOM OF INFORMATION ACT.** Appendix O contains procedures for processing FOIA requests. The program is congressionally mandated and requests must be expeditiously processed.

**8-4. ARMY PRIVACY ACT PROGRAM.** Appendix P contains procedures for implementing the Privacy Act Program in EUSA. The Privacy Act is a congressionally mandated program and must be implemented and enforced.

#### OFFICIAL MAIL MANAGEMENT

a. With the beginning of FY 90, official mail is a "pay-as-you-go" procedure. Funding is budgeted, and a direct accountability for fiscal resources is in effect.

b. Appendix Q explains the procedures in EUSA for an efficient and effective official mail program.

#### ESSENTIAL DOCUMENTS FILE (EDF).

a. The EDF for HQs, UNC/CFC/USFK/EUSA, is maintained at HQs, UNC (Rear) Camp Zama, Japan. These documents are maintained IAW AR 340-26 and UNC/CFC/USFK Reg 340-24 by the ACofS, IM (EAIM-RM-MD).

b. Essential documents are treaties, agreements, memorandum of agreements (MOAs), policies, procedures, or other documents needed to assist a staff or HQs of UNC/CFC/USFK/EUSA to perform its function if it were forced to relocate under combat conditions. The test for essentiality is whether or not a document contains or reflects legal authority to establish a HQs to conduct long-term operations or planning in a wartime environment. Documents pertaining to activities of a routine or temporary nature (for example, training exercises) are not essential documents. EDF material may include, but

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is not limited to the following: operational or mobilization plans, emergency action plans, instructions and reference documents, mission and policy statements, standard operating procedures for critical functions, directives, messages, microforms, briefings, charts, slides, maps, blueprints, and international, as well as U.S. classified material.

c. For those staffs/organizations possessing documents necessary for relocation/reconstruction of this HQs, contact the ACofS, IM, EAIM-RM-MD, Unit #15236, APO AP 96205-0009.

d. Essential documents will not be forwarded directly to UNC (Rear). They must be processed through the ACofS, IM, ATTN: EAIM-RM, Unit #15236, APO AP 96205-0009, for control purposes. Inventories of documents currently maintained in the EDF are provided to all organizations semiannually for updating.

**8-7. MANAGEMENT INFORMATION CONTROL OFFICE (MICO).**

a. The MICO manages the Command Management Information Control System and reviews all command publications pertaining to reporting requirements to ensure that reports control procedures are in effect.

b. Questions involving the establishment of reports will be addressed to the ACofS, IM, ATTN: Commander, EUSA, EAIM-PRM-R (MICO), Unit #15236, APO AP 96205-0009.

**8-8. ARMY RECORDKEEPING MANAGEMENT PROGRAM.**

a. Records Administrator. The ACofS, IM, will designate a records administrator to carry out assigned records management responsibilities within EUSA.

b. Records Manager. The commanders or IMOs will designate records management officers to carry out assigned records management responsibilities.

c. Records Management Coordinators. Records management coordinators will be designated at each subelement, as necessary, for program execution.

d. The above appointments will be in writing and will include DEROS and telephone number of the appointee.

e. One copy of the document appointing records management coordinators within staff elements of HQ EUSA and one copy of the document appointing records managers of MSCs and assigned units will be forwarded through the appropriate IM chain of command to the Commander, EUSA, ATTN: EAIM-RM-R, Unit #15236, APO AP 96205-0009.

**8-9. CORRESPONDENCE MANAGEMENT.** Correspondence management is governed by AR 25-50. Information pertaining to correspondence preparation and management is available from the ACofS, IM, ATTN: EAIM-RM-R, APO AP 96205-0009. The



education center provides a 20-hour military correspondence class for military personnel as part of the military occupational specialty related training program. U.S. civilian personnel may attend this class on a space available basis. The ACofS, IM (EAIM-PRM) also provides a 12-hour class that is open to both military and civilian personnel on a sign-up basis.

**8-10. OFFICE SYMBOL MANAGEMENT.** Office symbol management is governed by AR 340-9 with EUSA Supplement 1. The ACofS, IM, is responsible for management of the office symbol program for the command. Office symbols are reviewed annually and a new supplement is published reflecting current office symbols. Information pertaining to office symbol management is available from the ACofS, IM, ATTN: EAIM-RM-R, Unit #15236, APO AP 96205-0009.

**8-11. RECORDS MANAGEMENT SURVEYS.** Surveys ensure the periodic evaluation of records management programs relating to the adequacy of documentation, maintenance, use, and records disposition at all levels of command. The evaluation of all activities will be conducted at least every 2 years.

**8-12. TRAINING OF RECORDS MANAGEMENT OFFICIALS.**

a. Those individuals assigned to HQ EUSA and MSCs whose primary duty is records management officer will enroll in subcourses AGO102 (Military Correspondence), AGO404 (The Modern Army Recordkeeping System (MARKS)), and AGO409 (Freedom of Information and Privacy Acts) offered by The Army Institute for Professional Development, U.S. Army Training Support Center, Newport News, VA 23628-0001, within 90 days after assignment of records management duties. Upon completion of the subcourses, records management officers will send written notification listing individuals concerned to the supporting DOIM, regional battalion, and the Commander, EUSA, ATTN: EAIM-RM-R, Unit #15236, APO AP 96205-0009.

b. Those individuals who are appointed records management officers or coordinators as an additional duty will complete a 20-hour course of instruction in files maintenance and other facets of the Records Management Program provided by the local education center. This training will be completed within 60 days after assignment of records management duties.

c. The records management officer of each MSC and assigned units will be responsible for the training of records management coordinators or managers appointed in their area of responsibility. This training will be completed within 60 days after assignment of records management duties. The responsible records management officer will notify the Commander, EUSA, ATTN: EAIM-RM-R, Unit #15236, APO AP 96205-0009 (through the supporting area DOIM and regional battalion) when this training has been completed.

**CHAPTER 9**

**PUBLICATIONS AND PRINTING**

**INTRODUCTION**

a. This chapter provides EUSA specific policies and procedures in the management of publications and printing. AR 25-1, chapter 9, and AR 25-30 define U.S. Army policies and procedures.

b. AR 25-1, paragraph 9-2, lists the major subprograms associated with this IMA discipline.

c. IAW AR 25-30, subparagraph 1-20d, IMOs of MSCs, units and agencies assigned or attached to EUSA have the responsibility for publications control, printing and reproduction control, and forms management. IMOs may appoint functional managers in the grade of E-5 (service equivalent) or GS-5 and above. One copy of the IMO and functional manager duty appointment (to include updates) will be forwarded to the Commander, EUSA, ATTN: EAIM-RM-P, Unit #15236, APO AP 96205-0009.

d. Appendixes to this regulation provide additional command guidance to exercise publications and printing requirements in EUSA.

**9-2. FORMS MANAGEMENT.** Appendix R defines the EUSA Forms Management program. The basic goal is to reduce the number of redundant and unit unique forms in order that forms serve the needs of users across the command. The emphasis will be on the use of DA, DOD, SF, USEFK, and EUSA forms. Address questions to the Commander, EUSA, ATTN: EAIM-RM-P, Unit #15236, APO AP 96205-0009.

**9-3. ADMINISTRATIVE PUBLICATIONS.** AR 25-30, chapter 9 contains policies and procedures for agency and command publications, including the use of supplements to regulations and bulletins. Address questions regarding the development of command publications to the Commander, EUSA, ATTN: EAIM-RM-PE, (Editing Section) Unit #15236, APO AP 96205-0009.

**9-4. PERIODICALS AND NON-RECURRING PUBLICATIONS.** Basic guidance is contained in AR 25-30, chapter 19. Appendix S provides more specific references to AR 25-30.

**PRINTING AND DUPLICATING MANAGEMENT.**

a. The cost effective support of command printing and duplicating requirements is the primary objective of this program.

b. Appendix T provides additional guidance and references in AR 25-30 that will answer the most commonly asked questions. Address questions to the Commander, EUSA, ATTN: EAIM-RM-P, Unit #15236, APO AP 96205-0009.

**OFFICE COPIER PROGRAM.**

- a. Appendix U defines the policy and procedures for office copier management in EUSA.
- b. Copiers are not to be obtained as a convenience but must be justified as making a contribution to mission accomplishment.
- c. The method of obtaining copier support in EUSA is consistent with the requirements of AR 25-30. CAPR format is not sufficient for requesting copier support. Appendix U explains the required procedures.

**9-7. PUBLISHING EUSA AND USFK COMMAND PUBLICATIONS.** Appendix V provides the procedures necessary to produce a command publication. Address questions to the Commander, EUSA, ATTN: EAIM-RM-PE, Unit #15236, APO AP 96205-0009.

**TRANSLATION SERVICES.**

- a. Translation from English to Hangul or Hangul to English is provided by HQ USFK, ATTN: FKJ6-R-PM, Unit #15237, APO AP 96205-0010 and HQ CFC, ACoFS, C1. Appendix W contains additional information on translation services.
- b. Address questions regarding translation services to HQ USFK, ATTN: FKJ6-R-PM, Unit #15237, APO AP 96205-0010.

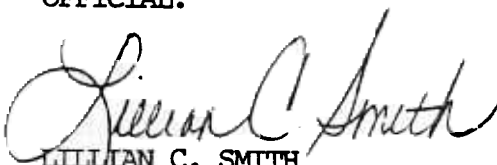
**9-9. DISTRIBUTION OF PUBLICATIONS.** Publications are distributed IAW AR 25-30, chapter 12. Appendix X provides command unique guidance. Address questions to the Commander, EUSA, ATTN: EAIM-R-PM, Unit #15236, APO AP 96205-0009.

**9-10. IM AWARDS PROGRAM.** Appendix Y contains information concerning the IM awards program.

The proponent of this regulation is the Office of the Assistant Chief of Staff, IM. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, EUSA, ATTN: EAIM-P, Unit #15236, APO AP 96205-0009.

FOR THE COMMANDER:

OFFICIAL:



WILLIAM C. SMITH  
Lieutenant Colonel, AG  
Assistant Adjutant General

WILLIAM D. MCGILL  
Colonel, USA  
Chief of Staff

DISTRIBUTION:

A

SPECIAL DISTRIBUTION:

- 70 - ACofS, IM, ATTN: EAIM-P
- 10 - 1st Signal Brigade, ATTN: ASQK-O
- 10 - 36th Signal Battalion, ATTN: ASQK-D
- 10 - 41st Signal Battalion, ATTN: ASQK-E

## APPENDIX A

### REFERENCES

#### Section I. REQUIRED PUBLICATIONS

AR 5-4 (Department of the Army Productivity Improvement Program). Cited in appendix E.

AR 5-12 (Army Management of the Electromagnetic Spectrum). Cited in subparagraph 4-6e(7).

AR 25-1 (The Army Information Resource Management Program). Cited in paragraph 2-2, subparagraphs 2-5j, 3-2a, 4-1b, 5-3a(7)(e), 5-3a(7)(f), 5-4b, 5-5a, 6-9a, 7-2a, 8-2a, 9-1a, 9-1b, and appendixes G and T.

AR 25-9 (Army Data Management and Standards Program). Cited in subparagraphs 2-4v and 5-2a(1).

AR 25-30 (The Army Integrated Publishing and Printing Program). Cited in paragraph 9-3, 9-4, 9-9, subparagraphs 5-3b(7)(e), 9-1a, 9-5b, 9-6c, appendixes R, S, T, U, V, X, and annex 2 to appendix T.

AR 25-50 (Preparing and Managing Correspondence). Cited in subparagraph 8-9, and appendixes J, Q, and U.

AR 25-51 (Official Mail Cost Control Program). Cited in appendixes Q and V.

AR 25-55 (The Department of the Army Freedom of Information Act Program). Cited in appendix O.

AR 25-400-2 (The Modern Army Recordkeeping System (MARKS)). Cited in appendix J.

AR 27-60 (Patents, Inventions, and Copyrights). Cited in subparagraph 5-3a(7)(f).

AR 71-13 (The Department of the Army Equipment Authorization and Usage Program). Cited in subparagraph 4-6f(6) and appendix G.

AR 310-49-1 (The Army Authorization Documents System (TAADS) Documentation Procedures and Processing). Cited in subparagraph 4-6f(6) and appendix G.

AR 340-9 with EUSA Suppl 1 (Office Symbols). Cited in paragraph 8-10.

AR 340-21 (The Army Privacy Program). Cited in appendix O and P.

AR 340-26 (Duplicate Emergency Files Program). Cited in subparagraph 8-6a.

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AR 380-5 (Department of the Army Information Security Program). Cited in subparagraph 5-4b(1), and appendix Q, V, and W.

AR 380-19 (Information Systems Security). Cited in subparagraphs 4-6e(3), 5-2e, 5-3a(7)(e), 5-4b(1), 6-5b, and appendix E.

AR 530-1 (Operations Security (OPSEC)). Cited in appendix O.

AR 710-2 (Supply Policy Below the Wholesale Level). Cited in subparagraph 5-3a(7)(a) and appendix G.

Army Federal Acquisition Regulation Suppl 70.307(c). Cited in subparagraph 5-3a(1).

Army Standard Electronic Mail - Korea (ASEM-K) Administrators Guide. Cited in appendix J.

CTA 50-909 (Field Garrison Furnishings and Equipment). Cited in subparagraphs 4-6a, 4-6f(6), and appendix G.

DA Pam 25-1 (Army Information Architecture). Cited in subparagraph 4-1b

DA Pam 25-91 (Visual Information Procedures)(Draft). Cited in subparagraph 7-4d.

DA Pam 710-2-1 (Using Unit Supply System (Manual Procedures).) Cited in appendixes G and I.

DA Pam 710-2-2 (Supply Support Activity Supply System (Manual Procedures).) Cited in appendix G.

Defense Visual Information Activity Number A-1501. Cited in paragraph 7-3.

DOD 5100.3-D (Support of the Headquarters of Unified, Specified, and Subordinate Joint Commands). Cited in subparagraph 1-2a.

DOD 5200.28-D (Security Requirements for Automated Information Systems). Cited in subparagraph 5-4b(1).

DOD 5200.28-M (ADP Security Manual). Cited in subparagraph 5-4b(1).

DOD 7950-1-D (Automated Data Processing Resource Management). Cited in subparagraph 5-2f(1).

DOD 7950.1-M (Defense Automation Resources Management Manual). Cited in subparagraph 5-2f(1).

DOD 8320.1-D (Department of Defense Data Administration). Cited in subparagraph 2-4v.

- DOD 4640.4-I (Standard Rates for Unofficial Telephone Service at DOD Installations). Cited in subparagraph 6-6b and annex 1 to appendix L.
- DOD 4640.6-I (Communications Security Telephone Monitoring and Recording). Cited in subparagraph 6-6c.
- DOD 5400.11-R (Department of Defense Privacy Program). Cited in subparagraph 5-4b(1).
- DOD 4525.8-M (DOD Official Mail Manual). Cited in appendix Q.
- DOD 7950.1-M (Defense Automation Resources Management Manual). Cited in subparagraphs 4-6e(8), 5-2f(1), 5-2g, and appendix I.
- DOD 5200.1-R (Information Security Program Regulation). Cited in appendixes Q and W.
- EUSA Cir 25-93-1 (Distribution Codes). Cited in appendix V and X.
- EUSA Reg 350-41 (Eighth US Army Training). Cited in subparagraph 2-4aa.
- JCS MOP 8 (Policy for Defense Switched Network Service). Cited in subparagraph 6-4b(3).
- JCS MOP 43 (Military Telecommunications Agreements and Arrangements Between the United States and Regional Defense Organizations or Friendly Foreign Nations). Cited in subparagraph 6-4b(5).
- JCS Pub 1 (Joint Warfare for the U.S. Armed Forces). Cited in the glossary.
- Ministry of Communications Agreement. Cited in subparagraph 6-2b(5).
- SB 700-20. (Army Adopted/Other Items Selected for Authorization/List of Reportable Items). Cited in subparagraph 4-6d(6)
- TB 18-107 (Automatic Data Processing Equipment Operations Management). Cited in subparagraphs 4-6e(8) and 5-2g.
- Title 5, USC 5542. Cited in subparagraph 5-4b(1).
- Title 18, USC. Cited in subparagraph
- UNC/CFC/USFK Reg 340-24 (Essential Documents Files). Cited in subparagraph 8-6a.
- UNC/CFC/USFK Reg 525-6 (Reporting Meaconing, Intrusion, Jamming, and Interference (MIJI) in the Republic of Korea). Cited in subparagraphs 6-3e, 6-3e(1), 6-3e(2), and appendix H.
- Uniform Code of Military Justice. Cited in appendixes L and U.

**EUSA Reg 25-1**

USCINCPACINST 2400.1E. (U.S. Pacific Command Joint Electromagnetic Spectrum Management Instruction). Cited in subparagraph H-2b.

USMCEB-M-060/89 (B) (Standard Frequency Action Format). Cited in appendix H

USFK Memo 10-1 (Organization and Functions-United States Forces, Korea). Cited in subparagraph 2-3a and appendix T.

USFK Pam 25-30 (Index of Administrative Publications and Blank Forms). Cited in appendix X.

USFK Reg 10-2 (Installation Management and Base Operations). Cited in table B-3, Note.

USFK Reg 105-75 (Communications-Electronics The Military Affiliate Radio System (MARS) in Korea). Cited in subparagraph 6-9a.

USFK Reg 715-2 (Local Contracting for Supplies, Services, and Construction). Cited in appendix T.

**Section II. RELATED PUBLICATIONS**

AR 5-9 (Intraservice Support Installation Area Coordination).

AR 25-3 (Army Life Cycle Management of Information Systems).

AR 37-49 (Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities).

AR 70-1 (System Acquisition Policy and Procedures).

AR 105-6 (Standardized Telecommunications Program).

AR 105-19 (Joint Electronics Type Designation System).

AR 105-26 (Policy for AUTODIN Service).

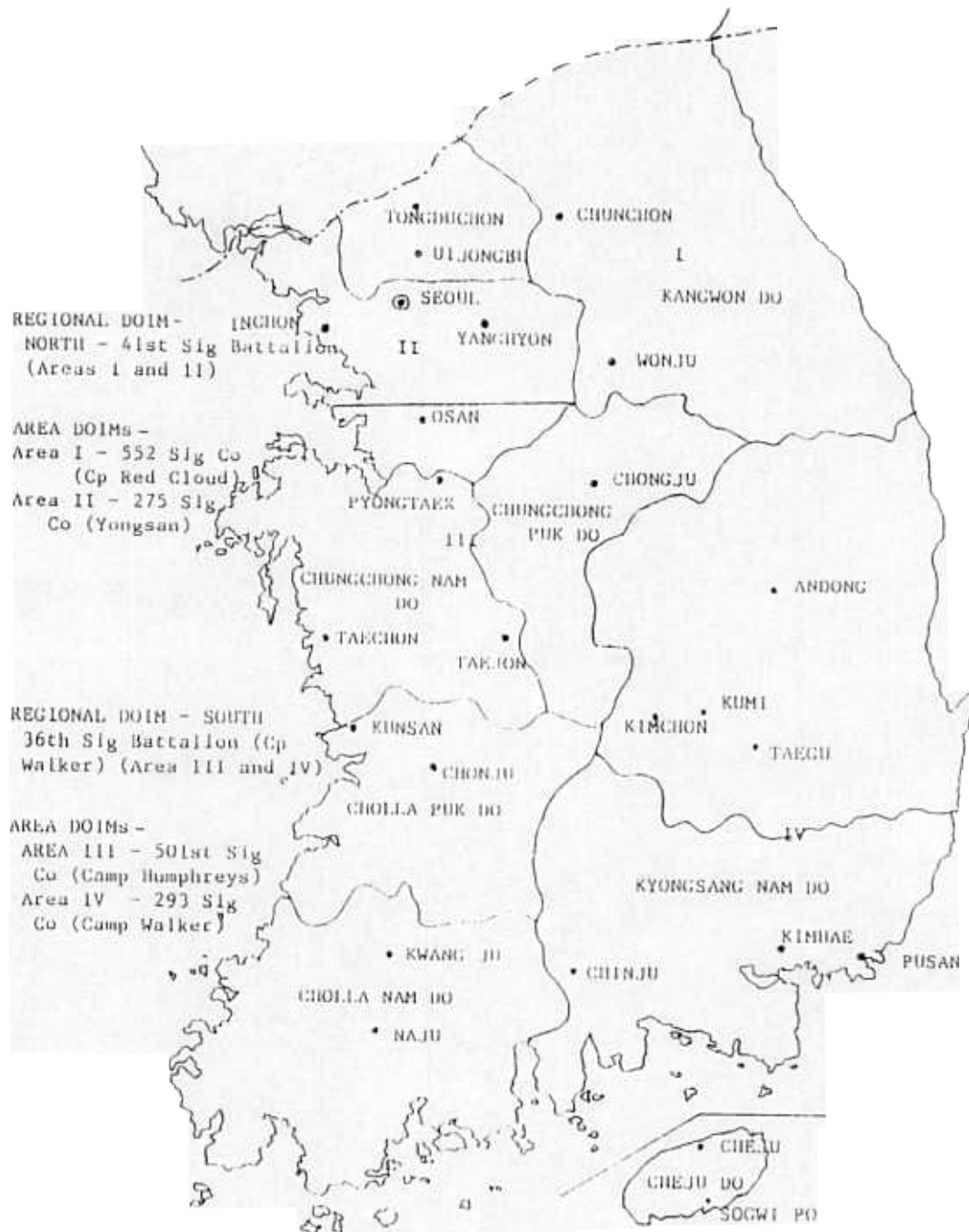
AR 190-13 (The Army Physical Security Program)

AR 335-15 (Management Information Control System).



## APPENDIX B

## DIRECTORATE OF INFORMATION MANAGEMENT STRUCTURE/LOCATIONS



**Table B-1**  
**Regional DOIMs**

<u>Unit</u>	<u>Office Symbol</u>	<u>Location</u>	<u>APO Number</u>	<u>Telephone</u>
36th Signal Battalion	ASQK-D	CP Walker	96218-0183	764-5782
41st Signal Battalion	ASQK-E	CP Coiner	96205-0031	724-3959/6820
<u>Unit</u>	<u>E-MAIL Address</u>			
36th Signal Battalion	ASQK-D-O-IM@TAEGU-EMH1.ARMY.MIL			
41st Signal Battalion	ASQK-E-DOIM@SEOUL-EMH1.ARMY.MIL			

**Table B-2**  
**Area DOIMs**

<u>Designator</u>	<u>Unit</u>	<u>Office Symbol</u>	<u>Location</u>	<u>APO Number</u>	<u>Telephone</u>
A1	552nd Sig Co	ASQK-EC	CP Red Cloud	96224-0196	732-6476
A2	275th Sig Co	ASQK-EA	CP Coiner	96205-0053	724-3901
A3	501st Sig Co	ASQK-DD	CP Humphreys	96271-0152	753-6515
A4	293rd Sig Co	ASQK-DC	CP Walker	96218-0185	764-5441
<u>Designator</u>	<u>Unit</u>	<u>E-MAIL Address</u>			
A1	552nd Signal Co	ASQK-EC-DOIM@CASEY-EHM1.ARMY.MIL			
A2	275th Signal Co	ASQK-EA-O@SEOUL-EMH1.ARMY.MIL			
A3	501st Signal Co	ASQK-DD@TAEGU-EMH1.ARMY.MIL			
A4	293rd Signal Co	ASQK-DC@TAEGU-EMH1.ARMY.MIL			

**Table B-3****Area I (A1) DOIM Supported Facilities**

Area I is defined as generally the geographical boundaries established by EUSA as the operational mission area for the 501st Support Group. The Area I DOIM will support the following installations/facilities:

Bonifas/Kitty Hawk	CP Casey	CP Castle
CP Dodge	CP Edwards	CP Essayons
CP Falling Waters	CP Garry Owens	Evenreach
CP Greaves	CP Hovey	CP Giant
CP Indian	CP Jackson	CP Howze
CP Laguardia	CP Liberty Bell	CP Kyle
CP Nimble	CP Pelham	CP Mobile
CP Stanley	CP Sears	CP Red Cloud
CP Page	Papyongsan	CP Stanton
Concord	Toegyewon	

**Table B-4****Area II (A2) DOIM Supported Facilities**

Area II is defined as generally the geographical boundaries established by EUSA as the operational mission area for the 34th Support Group. This area includes the following installations/facilities:

Beason	CP Coiner	CP Colbern
CP Gray	CP Kim	CP Long
CP Market	CP Mercer	Mankyungdae
K-16	Madison	Suwon AB (Note)
Namsan (CP Morse)	Sihung Ni	U.S. Embassy
TANGO	CP Yongin	EUSA Retreat Center
FE Dist Engr Compound	Yongsan	Osan AB/HTACC (Note)

**NOTE:** IAW USFK Reg 10-2, Osan AB/HTACC and Suwon AB make up Area V. Kwangju and Kunsan AB make up Area VI. Information services are provided only to Army units at these locations.

Table B-5

## Area III (A3) DOIM Supported Facilities

Area III is defined as generally the geographical boundaries established by EUSA as the operational mission area for the 23rd Support Group. This area includes the following installations/facilities:

Bucket  
Kunsan (Note)  
Taejon

CP Ames  
Kwangju (Note)  
Highpoint

CP Humphreys  
Tacoma

Table B-6

## Area IV (A4) DOIM Supported Facilities

Area IV is defined as generally the geographical boundaries established by EUSA as the operational mission area for the 20th Support Group. The area includes the following installations/facilities:

Brooklyn  
CP Henry  
Changsan  
Dartboard  
K-2  
Pulmosan  
Songso

CP Carroll  
CP Libby  
Changwon (DSAFE)  
Gumi (DSAFE)  
Kimhae (DSAFE)  
Pusan Storage Fac

CP George  
CP Walker  
Chinhae  
Hialeah  
Salem  
Richmond

## APPENDIX C

### REQUIREMENTS STATEMENT

**C-1. GENERAL.** The RS is a means for identifying sustaining base initiatives as well as a vehicle to obtain approval for interim solutions to theater/tactical and strategic requirements. Approved RS initiatives for which resources are available may be implemented, consistent with guidance furnished with the approved Modernization Plan. If resources are not available, the approved RS will serve as authority to submit funding requests through the PPBS cycle or for local fund reprogramming. This HQs will publish a RS annually IAW the following schedule:

- a. User/IMO to DOIM - 1 April.
- b. DOIM to ACoFS, IM - 15 April.
- c. ACoFS, IM to EUSA staff for functional proponent's review and concurrence - 1 May.
- d. EUSA staff to ACoFS, IM - 20 May.
- e. ACoFS, IM to HQDA DISC4 - 15 June.

**NOTE:** All users and staff agencies will use RS planning guidance when submitting an RS or providing RS input.

**C-2. APPLICABILITY.** The RS applies only to Army elements within EUSA and assigned units.

### **C-3. RESPONSIBILITIES.**

a. Each EUSA staff element, MSC, assigned unit, installation, and tenant activity will develop and submit an RS or RS input, as appropriate, through their area DOIM and regional DOIM, to the ACoFS, IM. (See guidelines in figures C-1 through C-4.)

b. The Commanders of the 36th and the 41st Signal Battalions will--

(1) Provide technical assistance to their customers for the RS preparation.

Review RS submissions and forward input to ACoFS, IM.

c. The ACoFS, IM will--

Provide guidance for RS preparation based on guidance for HQDA.

Develop schedule for RS submissions.

(3) Consolidate and summarize the RS input for preparation of the EUSA RS.

Obtain functional proponent approval for the RS.

(5) Submit the EUSA RS to HQDA, ODISC4, ATTN: SAIS-PPP, Washington, DC, 20310-0700, and an information copy to the Commander, USAISC, ATTN: AS-PLN-PI, Ft Huachuca, AZ 86513-5000; the Commander, USAPAC, ATTN: APIM, Ft. Shafter, HI 96858-5000; and the U.S. Commander in Chief, Pacific, ATTN: J6, Camp H. M. Smith, HI 96861-5025, by 1 July annually.

**C-4. OUT-OF-CYCLE INITIATIVES.** Out-of-cycle RS initiatives are requirements that have not been included in the last RS. They may be either urgent requirements or prototypes due to mission change, activation or deactivation of organizations, emergencies, or an opportunity to take advantage of the economic situation. Out-of-cycle initiatives will be submitted through the command and IMO channels to HQ ,EUSA, ACofS, IM, ATTN: EAIM-PP, Unit #15236, APO AP 96205-0009, in the format at figure C-1. The ACofS, IM will forward RS initiatives to HQDA, ODISC4, ATTN: SAIS-PPP, Washington, DC 20310-0700, for approval. Approved initiatives may be implemented if funds are available.

1. Type of initiative. (Enter "urgent" or "prototype.")
2. Originator. (Enter name, address of originating organization, POC, and telephone number.)
3. Process. (Enter the HQDA process supported. This information will be used to task the appropriate HQDA functional proponent for initiative validation.)
4. Purpose. (Summarize and describe the purpose for the initiative. The user will also provide reasons why the initiative was not submitted in the regular RS submission.)
5. Location. (Enter the location where the initiative will be implemented.
6. Schedule. (Enter expected schedule of initiative.
7. Cost. (Enter expected cost of initiative.
8. Benefits. (Enter expected benefits.
9. Evaluation methodology. (Describe the method for evaluating a prototype initiative.)

Figure C-1. Out-of-Cycle RS instructions.

USER	--Develop CAPR based on information needs.
UNIT	--Submit to IMO.
IMO	--Review all CAPRs; ensure compliance command's architecture. --Develop Unit/Activities input. --Submit RS input to supporting area DOIM.
AREA	--Review input.
DOIM	--Submit RS input to the regional DOIM
REGIONAL	--Review input.
DOIM	--Submit input to ACofS, IM. --Consolidates inputs.
ACofS, IM	--Obtain functional proponent concurrence. --Submit EUSA RS input to HQDA. --Provide information copies to ISC, DISA, and USAPAC.
HQDA	--Approves/disapproves RS submission. --Publishes the Army IMA Modernization Plan.

Figure C-2. Guidelines for RS Submission, EUSA Activities

STAFF	--Develop CAPR based on information needs.
ELEMENT	--Submit to IMO.
AREA	--Review input.
DOIM	--Submit RS input to the regional DOIM
REGIONAL	--Review input.
DOIM	--Submit input to ACofS, IM.
ACofS, IM	--Consolidates inputs. --Obtain functional proponent concurrence. --Submit EUSA RS input to HQDA. --Provide information copies to ISC, DISA, and USAPAC.
HQDA	--Approves/disapproves RS submission. --Publishes the Army IMA Modernization Plan.

Figure C-3. RS Submissions - EUSA Staff Elements

TENANT ACTIVITIES	--Develop CAPR based on information needs. --Submit to IMO.
AREA DOIM	--Review input. --Submit RS input to the regional DOIM.
REGIONAL DOIM	--Review input. --Submit input to ACoS, IM.
ACoS, IM	--Consolidates inputs. --Obtain functional proponent concurrence. --Submit EUSA RS input to HQDA. --Provide information copies to ISC, DISA, and USAPAC.
HQDA	--Approves/disapproves RS submission. --Publishes the Army IMA Modernization Plan.

Figure C-4. RS Submissions - EUSA Tenant Activities



## APPENDIX D

### INFORMATION CENTER

**D-1. MISSION.** The mission of the IC is to provide general support services for all assigned disciplines of the Information Resources Management Program throughout the geographic area supported. The IC is the initial point of contact for customer assistance for all IMA services. While primary expertise is in the areas of end-user automation and telecommunications, support for visual information, publishing and printing, and records management may also apply. No CLASSIFIED information will be processed in the IC.

#### **D-2. SERVICES.**

a. CAPR processing. The Configuration Branch will--

(1) Provide technical guidance and assistance to customers in CAPR preparation, documentation, design considerations for office automation, and identification of any special requirements or compatibilities.

(2) Coordinate and perform site surveys, if required, to aid in analysis, clarify additional or duplicated needs, and identify site preparation requirements.

(3) Evaluate guidance and directives regarding standard configuration architectures and apply this guidance to customer specific requirements in the development of a technical solution.

(4) Develop technical solutions and cost estimates. Recommend solutions and develop the associated procurement support documents. Provide technical support for customers.

(5) Evaluate new hardware and software for command-wide application. Provide operational, resource and services information.

b. Training. The Training Branch will--

(1) Conduct periodic surveys to identify new or recurring IMA training requirements (such as office automation and other Tier III resources).

(2) Plan an effective training program to include the use of stand-alone and multi-user microcomputers, minicomputers, computer interaction functions, electronic mail, local area networks, and general instruction on hardware and software for all assigned IMA disciplines.

(3) Conduct and publicize classes for supported products - both hardware and software. These are structured classes - entry/intermediate/advanced levels - taught by a qualified instructor using state-of-the-art facilities and equipment.

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(4) Provide guidance and assistance to customers in defining training needs and in developing current and long-range training plans to meet those needs. Coordinate customers' attendance based on their approved requirements.

(5) Evaluate the training impact of new hardware and/or software. Develop new training material as required.

(6) Schedule IC facilities for in-house or vendor provided training. Evaluate vendor provided hardware and software training courses for applicability.

**c. Self-help. The self-help area will provide--**

(1) Office automation. This self-help area offers "over-the-shoulder" assistance in the use of office automation resources, guidance on the standards of preparing briefing materials, and methods for preparing materials. One-on-one training in the use of various software and hardware products is also provided.

(2) Visual information. The VI self-help area provides customers with quick, one-stop production for viewgraphs, briefing slides, letter typing for transparencies, and duplicating materials. TSAK representatives provide guidance in the use of equipment and on correct formats for viewgraphs.

**d. Customer assistance desk (CAD). The CAD will--**

(1) The CAD is the ICs entry point for requests for help with office automation related problems. When an end-user calls to report a problem, an assistant will screen the call, obtain the necessary information, and assign a work order number for tracking purposes. Problems that cannot be solved over the phone will be evaluated and referred to the appropriate subject matter expert.

(2) Software related calls are supported directly by IC staff personnel.

(3) Hardware maintenance requirements will be forwarded to the appropriate warranty or maintenance contractor.

(a) The IC will monitor maintenance services for Tier III resources. Records will be maintained to identify trends, procedural bottlenecks, and evaluate overall end-user satisfaction with servicing organizations and contractors.

(b) The IC will act as the liaison between the contractor and the end-user

**e. Telephone service desk.** The telephone service desk personnel will assist customers in filling out the DA Form 3938, Local Service Request (LSR), to initiate, terminate, change, or move on-post official telephone services.

The telephone service desk will accept telephone equipment turn-in upon termination of services and provide current status on pending LSRs.

f. VI assistance. Work orders for VI type services may be taken and forwarded to the central TSAK facility for processing.

g. Delivery and installation.

(1) Delivery service. Delivery of new hardware and software is coordinated and completed by the Project Support Activity (PSA) at Camp Market. Only complete or operationally functional partial shipments will be delivered.

(2) Installation/set-up service. IC personnel are available to assist with the initial equipment set-up and a standardized installation of the software. They advise the user on procedures for requesting training. The personnel in this section also maintain equipment installation and accountability data which is vital for contract and maintenance evaluation purposes.

(3) Site survey. Installation team personnel perform pre-installation site surveys to verify projected locations of equipment, ensure required data lines are in place, and schedule the installation with the appropriate vendor and user. If the system is a multi-user system, a combined site survey is conducted by the vendor, appropriate signal company, and the users, a minimum of 3 working days prior to the scheduled installation date.

h. Delivery order information. Limited delivery order status for Tier III resources is available through the IC. A weekly status report is obtained from PSA that provides information on order status (percent complete, dollar amount remaining, and so forth) by delivery order. Requests for more detailed information should be directed to USACCK or the requesting unit supply officer/personnel. Inquiries related to items ordered from Army-wide requirements type contracts may also be directed to U.S. Army Information Systems Management Activity (USAISMA-K) Office, C/O HHC, 1st Sig Bde, Unit #15271, APO AP 96205-0044.

i. Application software development. Applications software development, installation, evaluation and user assistance will be coordinated through the DOIM to supporting Information Processing Facility. All requirements for software developments will be submitted in CAPR format.

j. Software supported. Software listed in appendix F are currently supported by the ICs. All other software is supported on a case-by-case basis as indicated in subparagraph 5-3a(3) of this regulation.

D-3. OFFICE LOCATION.

a. Northern Region (Areas I & II, USFK) 41st Signal Battalion.

(1) Information Center - Area I.

(a) Building Number T-818, Camp Red Cloud

IC Chief	732-6587
NCOIC	732-6738
CAPR processing	732-6587
Training	732-6618
User assistance	732-6738
Customer assistance desk	732-6789

(b) Address: 552nd Signal Support Company,  
ATTN: ASQK-EC-IC,  
Unit #15539  
APO AP 96258-0603

E-Mail Address: ASQK-EC-IC@CASEY-EMH1.ARMY.MIL

Information Center - Area II

Building Number 2320, Yongsan Main Post

IC Chief	723-3159
NCOIC	723-3556
CAPR processing	723-3154
Training	723-6934
User assistance	723-3419
Customer assistance desk	723-HELP

Address: 275th Signal Company,  
ATTN: ASQK-EA-IC,  
Unit #15280  
APO AP 96205-0053

E-Mail Address: ASQK-EA-IC@SEOUL-EMH1.ARMY.MIL

b. Southern Region (Areas III and IV) 36th Signal Battalion.

Information Center - South.

Building #208, Camp Walker.

IC Chief	764-5735
NCOIC	764-5051

CAPR processing	764-5945
Training	764-5704
User assistance	764-5734
Customer assistance desk	764-5012/4321

Address: 169th Signal Support Company  
 ATTN: ASQK-DB-CIC  
 Unit #15207  
 APO AP 96218-0184.

E-Mail address: ASQK-DB-IC@TAEGU-EMH1.ARMY.MIL.

Area III DOIM

Building S-208, Camp Humphreys.

Chief	753-7597
CAPR processing	753-7597
Training	753-7597
User assistance	753-7597
Telephone clerk	753-8000

(b) Address: 501st Signal Company  
 ATTN: ASQK-DD-DOIM  
 Unit #15216  
 APO AP 96271-0152.

(c) E-Mail address: ASQK-DD-DOIM@TAEGU-EMH1.ARMY.MIL.

(3) Area IV DOIM

(a) Building S-570, Camp Walker.

Chief	764-5271
CAPR processing	764-5271
Training	764-5271
User assistance	764-5271
Telephone clerk	768-7944

Address: 293rd Signal Company  
 ATTN: ASQK-DC-DOIM  
 Unit #15028  
 APO AP 96218-0185.

E-Mail address: ASQK-DC-DOIM@TAEGU-EMH1.ARMY.MIL.

Area IV satellite IMA Office/Self-Help Center

**EUSA Reg 25-1**

- (a) Building T-744, Camp Hialeah.
  - Chief 763-7336
  - CAPR processing 763-7329
  - Training 763-7329
  - User assistance 763-7334
  - Telephone clerk 763-3400
- (b) Address: 74th Signal Company
  - ATTN: ASQK-DA-DOIM
  - Unit #15176
  - APO AP 96259-0265.
- (c) E-Mail address: ASQK-DA-DOIM@TAEGU-EMH1.ARMY.MIL.

APPENDIX E

CAPABILITY REQUEST INSTRUCTIONS

Section I. FORMAT FOR PREPARATION OF A CAPR.

E-1. CAPR NUMBER. (Available from DOIM, assigned IAW annex 1 to this appendix.)

SHORT TITLE. (Short descriptive title of requirement.

DATE OF REQUEST.

E-4. SERVICE REQUIREMENT DATE. (Date the resource or service must be available for use.)

E-5. REQUESTING ORGANIZATION AND LOCATION. (Official designation of the organization requesting the resource or service. If the organization is a tenant or satellite activity, identify the parent command, MSC, or major assigned unit. If the required resource or service will not be located on the host installation, give the location.)

E-6. TYPE OF REQUIREMENT. (Identify the specific area that the required resource or service (for example, training, maintenance, and so forth) will support, such as office automation, and the type of service requested.)

E-7. RS INITIATIVE. (Provide the approved RS initiative identification number from the Modernization Plan that covers this request. If no appropriate RS initiative, identify actions being taken to submit an out-of-cycle RS initiative.)

E-8. POINT OF CONTACT. (Name, official address, telephone number, E-Mail address, and location of a person who can provide additional information concerning the requirement.)

REQUIREMENT.

a. Specify what information service or support is needed and why it is needed.

b. If equipment is requested, explain what capabilities the equipment must have beyond the capabilities of the approved base system. This applies only to equipment that have an approved base system. Certain equipment purchases that require a CAPR such as pagers and cellular phones may not have an approved base system and in these cases all capabilities must be justified. Do not list specific items, brands, makes, or models unless a justification for sole source acquisition is provided.

c. If the requirement is for C-E equipment which will radiate a signal (for example, wireless microphones, pagers, land mobile radios, handi-talkies", "bricks", and high frequency (HF) transmitters including MARS) coordinate the CAPR through appropriate frequency management offices to receive assurance that frequencies to support this C-E equipment either are currently available or will be available at the time of procurement. If this frequency management information is not available at area or regional DOIM offices, guidance may be obtained from EAIM-O or HQ USFK/FKJ6-OF. For proposed C-E equipment not currently authorized frequencies, submit a frequency request through proper channels to the JFMO (HQ USFK/FKJ6-OF) IAW policies and procedures contained in appendix H.

d. For pager requirements, provide approved frequencies and pager codes. Coordinate frequency availability with the JFMO, HQ, USFK, ATTN: FKJ6-OF, Unit #15237, APO AP 96205-0010, and pager codes with the appropriate area pager systems manager.

e. Identify the following:

Related systems.

Planning initiatives.

(3) Network interface. (Include call signs and specify net, as appropriate.)

f. All CAPRs must be submitted with full and adequate justification for every capability requested, beyond the capabilities of the base system including each piece of hardware and each copy of software. CAPRs received with inadequate justification will be returned to the requester in the form of a memorandum to which the applicable paragraphs of a standardized justification checklist (annex 1 to this appendix) have been added.

#### **E-10. CHANGES TO EXISTING SERVICES.**

a. If the requested resource or service involves expansion, modernization, or increased capability of an existing resource or service, identify what is being changed and why.

b. If the requested resource will replace an existing system, identify planned disposition of the system being replaced. Take appropriate disposition actions as described in appendix I.

c. Software upgrades will be approved for configuration management purposes (standardize software within the unit). Justification will be required for software upgrades for any other reason. Approval of the CAPR does not automatically mean funding will be approved.



**E-11. SECURITY PROTECTION.** (Explain what level of protection is needed. Consider classification and the sensitivity. Ascertain the sensitivity level by risk assessment IAW AR 380-19, paragraph 5, for AIS.

**E-12. COMPATIBILITY.** (If the requested resource or service must be compatible with existing resources or services, explain. If the requirement is for data terminals and DDN compatibility is not desired, detailed justification must be provided.)

**E-13. RESOURCES.**

a. Source of funding. Identify source of funding (for example, user, MACOM, EUSA, and so forth). Include a PRC identifying an account fund code along with the CAPR and specify whether or not funding is--

Available, if required, to satisfy the requirement.

Approved, but not yet provided.

Programmed, but not yet approved.

b. If the requested resource or service will reduce operating costs, provide increased productivity, or upgrade or replace current services, show resource savings as provided below:

(1) Workyear(s) and equivalent dollar savings if personnel costs will be reduced.

(2) Hard dollar savings if other costs such as contract, supply, and equipment costs will be reduced.

(3) Forecasted economic benefits will be a major determining factor in project approval. Forecasted cost and personnel savings must be documented IAW AR 5-4 and submitted to HQ USEFK, ATTN: FKRM-M, Unit #15237, APO AP 96205-0009, for productivity capital investment funds, if eligible. A copy of the documentation for capital investment funds will be furnished to the ACofS, IM, ATTN: EAIM-FM, Unit #15236, APO AP 96205-0009.

**E-14. IMPACT IF NOT PROVIDED.** (Explain what will happen if this requirement is not satisfied.)

**E-15. REMARKS.**

**E-16. SIGNATURE BLOCK OF THE COMMANDER OR STAFF PRINCIPAL OF THE REQUESTING ORGANIZATION OR AN AUTHORIZED DESIGNEE.**

**Section II. CAPR PROCESSING.**

**E-17. USERS WILL INITIATE AND SUBMIT CAPR BASED ON INFORMATION NEEDS IAW UNIT IMO DIRECTIVES.**

**E-18. AREA DOIMs WILL--**

- a. Identify the appropriate RS initiative.
- b. Assign a CAPR number. The implementation of the centralized, automated CAPR Tracking Data Base will eliminate the need for the DOIM (at any level) to maintain a separate data base of their own.
- c. Validate the requirement
- d. Provide technical assistance, consultant services, support, site survey, training support, logistics coordination, and inventory management.
- e. Coordinate with the user to obtain a PRC for the procurement action. Forward the PRC along with the CAPR to the appropriate regional DOIM and/or ACofS, IM, for signature.
- f. Forward CAPRs that cannot be approved at the area level to the appropriate regional DOIM.

**E-19. REGIONAL DOIMs WILL--**

- a. Validate the requirement and certify its consistency with the current Army and EUSA IMA Architecture.
- b. Ensure the CAPR is complete and necessary documentation is attached.
- c. Provide technical assistance, consultant services, support, site survey, training support, logistics coordination, and inventory management.
- d. Approve, if within approval criteria (annex 2, app E). Ensure that all procurement packages are properly prepared, and forward completed procurement package and PRC to the ACofS, IM, ATTN: EAIM-F, Unit #15271, APO AP 96205-0009,
- e. Provide information copy of the CAPR and PRC to the Commander, 1st Sig Bde, ATTN: ASQK-AM, Unit #15271, APO AP 96205-0044, and the ACofS, IM, ATTN: EAIM-PR, Unit #15271, APO AP 96205-0009.
- f. Forward requirements that cannot be satisfied at the regional level to the ACofS, IM, ATTN: EAIM, Unit #15236, APO AP 96205-0009.

**ACoFS, IM WILL--**

- a. Validate requirements and certify its consistency with the current Army and EUSA IMA Architecture.
- b. Approve, if within approval criteria (see annex 2 to this appendix). Ensure all procurement packages are properly prepared, and forward completed procurement packages and PRC to CCK.
- c. Provide an information copy of the PRC to Commander, 1st Sig Bde, ATTN: ASQK-AM, Unit #15236, APO AP 96205-0044, and the appropriate regional DOIM.
- d. Forward requirements that cannot be satisfied at the ACoFS, IM, to the ISRB.
- e. Provide resources (when applicable).

**E-21. THE ISRB WILL--**

- a. Recommend approval or disapproval of all submissions not previously approved.
- b. Forward the CAPR to ACoFS, IM, with recommendation for initiation of procurement action, return to user with reason for disapproval, or forward to HQDA recommending approval, as appropriate.

**CCK WILL--**

- a. Review all procurement packages for proper preparation and regional DOIM or ACoFS, IM signature.
- b. Forward unsatisfactory procurement packages to the ACoFS, IM, ATTN: EAIM-P, Unit #15236, APO AP 96205-0009, or appropriate regional DOIM for corrective action.
- b. Make the purchase.
- c. Provide an information copy of the completed purchase action to the ACoFS, IM, ATTN: EAIM-P, Unit #15236, APO AP 96205-0009, and appropriate regional DOIM.

**E-23. CAPR FLOW DIAGRAM.** (See annex 3 to this appendix.)

**4 Annexes**

1. CAPR Identification Numbering System
2. Automation Approval Thresholds
3. CAPR Flow Diagram
4. CAPR Justification Checklist

EUSA Reg 25-1

**ANNEX 1 TO APPENDIX E**  
**CAPR IDENTIFICATION NUMBERING SYSTEM**

**TO BE PUBLISHED**

ANNEX 2 TO APPENDIX E

AUTOMATION APPROVAL THRESHOLDS

1. The Commander, EUSA, has limited approval authority for the acquisition of ADPE and word processing equipment (WPE). The Commander has further delegated authority to the ACoS, IM, as follows:

a. Competitive purchase of ADPE and WPE that does not exceed \$2.5 million per requirement.

b. Competitive purchase of software that does not exceed \$1 million per requirement.

c. Competitive acquisition of ADPE and WPE maintenance, service, and supplies

d. Noncompetitive acquisition of ADPE not to exceed \$150,000.

e. Noncompetitive acquisition of ADPE software and services not to exceed \$100,000.

f. Requirements will not be fragmented to circumvent the above stated limits.

2. The ACoS, IM, further delegates limited approval authority for competitive/non-competitive acquisition of automation equipment, software and services, covered by an approved RS initiative, as follows:

a. Regional DOIMs

(1) From any J6/IM preferred products list and preapproved contracts lists (for example, GSA Schedule, Indefinite Delivery, Indefinite Quantity, and so forth) and not exceeding \$25K per requirement.

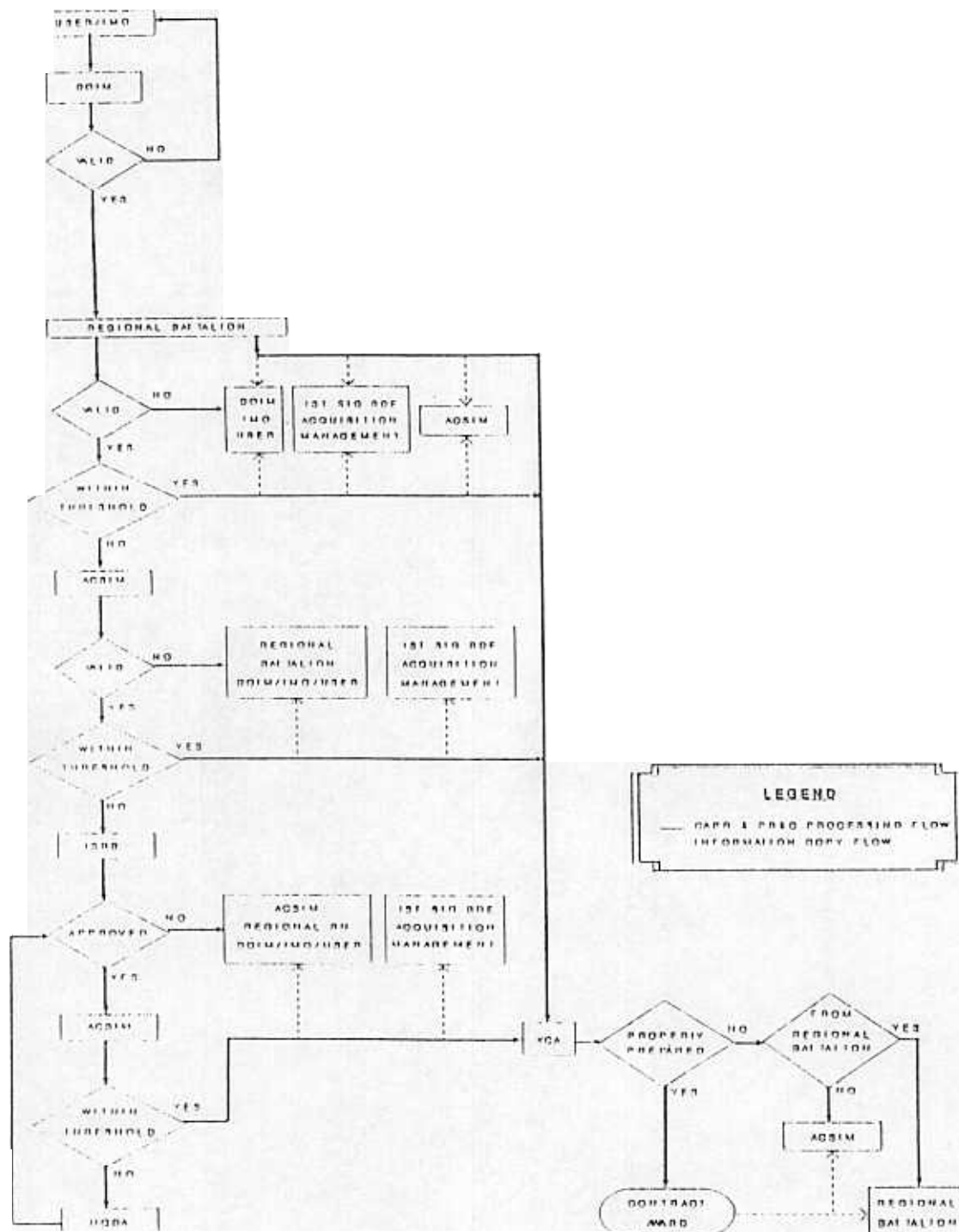
(2) However, no single item costing in excess of \$5K may be approved at the Regional DOIM level unless the requirements of chapter 4, subparagraphs 4-6e(6) and 4-6f(6) of this regulation are met. These requirements must be forwarded to the ACoS, IM for approval. If ADP software, it will be from USFK supportable software IAW appendix F.

(3) Requirements will not be fragmented to circumvent the above stated limits

b. Area DOIMs do not have threshold approval authority for the acquisition of ADPE and WPE.

## ANNEX 3 TO APPENDIX E

## CAPR FLOW DIAGRAM



## ANNEX 4 TO APPENDIX E

## CAPR JUSTIFICATION CHECKLIST

The contents of the standardized checklist are subject to revision at any time, and are generally modified slightly so as to tailor them to the specifics of a CAPR. This checklist provides general guidance and its intent is to preclude delays in CAPR processing while obtaining additional information or justification.

1. Provide a mission-related justification for each hardware capability requested beyond the capabilities of the base system.
2. Provide a mission-related justification for each copy of requested software beyond the capabilities of the base system (database management, desktop publishing, and so forth).
3. Identify a mission-related shortfall that justifies each equipment upgrade unless covered by a EUSA-wide CAPR (for example, Z-248 upgrades, 3 1/2 inch floppy disk drives, and so forth.)
4. Provide a matrix of existing equipment, if any, and indicate why existing equipment cannot be used to fill the requirement stated.
5. Provide a narrative document or chart identifying intended distribution of equipment (for example, how many people and where they are located in relation to equipment requested - office/bldg/room).
6. Provide an analysis of total PCs in and total printers out to support the configuration of a printer sharing device for each laser (or other) printer justified.
7. Provide a list of existing software in use so that compatibility can be maintained if appropriate. Older preferred product software should be replaced with the new preferred product software when purchasing new equipment.
8. Indicate commercial software requirements (for example, database, communication, and so forth), if any, and provide specific mission-related justification for each capability requested beyond the capabilities of the base system.
9. Indicate how you intend to maintain training and support for each copy of non-EUSA supportable software requested (for example, microsoft office is supported by the IC; wordperfect is not).
10. Submit CAPR to unit IMO for formal concurrence IAW EUSA Reg 25-1, subparagraph 4-6a.

**EUSA Reg 25-1**

11. Provide documentation of maintenance history on inoperable equipment (trouble ticket numbers, contractor reports, and so forth.)
12. Provide Facility Tempest Assessment/Risk Analysis or other unclassified documentation to support Tempest requirement or to justify non-Tempest equipment if processing classified information above SECRET.
13. Declare excess equipment via SF-120 upon receipt of configured equipment.



## APPENDIX F

## EIGHTH UNITED STATES ARMY SUPPORTABLE SOFTWARE LIST

HARDWARE	Laptops under 25 MB HD	286 and Below	386 and above including laptops laptops greater than 25 MB HD
SOFTWARE			
Operating System/GUI	DOS/Windows	DOS/Windows	DOS/Windows
Integrated	Enable*	Enable*	Enable*
Word processing		MultiMate 4.0*	Word for Windows
Database		dBase IV	Superbase 4
Spreadsheet		Lotus 1-2-3	Excel for Windows
Graphics		Harvard Graphics	Power Point for Windows
Communications	Procomm	Procomm	Procomm
Desktop Publishing		Pagemaker Ventura Publishing	Pagemaker Ventura Publishing

\*Supported only with training. No new equipment will be purchased with this software nor can this software be upgraded. Training for this software will decrease over time and eventually not be offered.

## APPENDIX G

## RECEIPT, STORAGE, ACCOUNTING, AND MAINTENANCE OF IMA TIER III PROPERTY

G-1. **PURPOSE.** This appendix prescribes policies and procedures necessary for the receipt, storage, accounting, and maintenance of IMA Tier III property. Tier III property is all user-level, government-owned property applicable to desk size personal computers, minicomputers, laptop computers, word processing equipment, and printers.

G-2. **PROCEDURES.** Tier III property will be owned and retained on the user's property book. Tier III property for EUSA must be received by the PSA, Korea, 1st Sig Bde. Tier III property received in any other manner than that described below is subject to no contract maintenance support. There are three methods which Tier III property can be received in this command.

a. Tier III property that is received by the contractor prior to delivery to the government for acceptance. Equipment is shipped by government transportation and will ultimately arrive at Camp Market where the contractor receives equipment for turn-in. Any equipment in this category arriving anywhere other than the Camp Market PSA must be redirected to the Camp Market PSA, 1st Sig Bde, Unit #15022, APO SF 96283-0518. The PSA has the following responsibilities:

(1) Coordinating the unloading of government transports at the contractor's facility and providing forklift support.

(2) Serving as the contractor's interface with the U.S. Government transportation units to resolve shipping problems as they arise. The contractor will notify the PSA when property is ready for issue. The PSA will receive equipment from the contractor and sign the DD Form 250 (Material Inspection and Receiving Report) to transfer property to the stock record account. A copy of the completed DD Form 250 will be forwarded by the PSA to the supporting finance office as authorization for payment to the contractor. The PSA will complete DD Form 1348-1 (DOD Single Line Item Release/Receipt Document) and DD Form 1750 (Packing List) IAW DA Pam 710-2-2, paragraph 8-4, to issue property to appropriate unit's property book officer (PBO). The PSA will advise the appropriate IC within 72 hours that the items are ready for issue and will await the IC's instructions for delivery. The IC will update its database with the location of equipment by building number, POC, telephone number, equipment type, and serial number.

b. Contractor-supplied property that is accepted by the government on delivery to the PSA. (No in-country contractor representative is present.) Procedures for receipt, transportation, and issue will be the same as indicated in subparagraph G-2a(2).

c. Property shipped to the ROK as property of the U.S. Government will be routed to the PSA. Procedures for receipt, transportation, and issue will be the same as stated in subparagraph G-2a(2).

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**USER PROPERTY BOOK OFFICER. User PBO will--**

- a. Establish property accountability regarding property books and hand receipts IAW procedures in AR 710-2. Tier III equipment will be recorded by serial number on both property books and hand receipts.
- b. Prepare a DA Form 3328 (Property Record) for each major item (basic system) as a header page.
- c. Prepare a property book record for each model.
- d. Prepare a supplemental DA Form 3328 to record individually the peripheral external components of the basic system (for example, modems, display terminals, disk drives, keyboards, tape drive printers, covers, cases, control units, central processing units, software, documentation, and so forth).
- e. Prepare a DA Form 3328-1 (Serial/Registration Number Record) to record serial numbers of major systems (model page) and peripheral components (supplemental property records).
- f. Prepare ARMS documentation and submit it the appropriate IMO for forwarding to the ACoS, IM, ATIN: EAIM-P-AS.
- g. Hand receipt equipment to the user's installation or mission PBO IAW DA Pam 710-2-1.

**G-4. RENTAL OR LEASE PROPERTY.** When the rental or lease contract is unavailable or is administered by another U.S. Government agency, the user must prepare a list of all the applicable ADPE and WPE systems and external peripheral components provided by the contractor. A list including the system's project name, purpose, all known POC's, phone numbers, organization, and office symbols will be developed. Use the list and accompanying narrative as a substitute for the rental or lease contract, and submit these to the PSA. The PSA must establish an audit trail IAW AR 710-2, subparagraph 2-31(f).

**TIER III MAINTENANCE DATABASE.**

- a. The centralized database will be managed by the 1st Sig Bde, on all Tier III property within EUSA.
- b. The database will contain, as a minimum, the following:
  - (1) Contract number.
  - (2) Contract line item number (LIN)
  - (3) Item description (manufacturer and model configuration).
  - (4) Serial number.

Location (building number, room number, and unit).

Date accepted

7 Warranty expiration date.

(8) Monthly maintenance cost.

Unit identification code.

POC and telephone number.

**G-6. 1st SIGNAL BRIGADE.** The 1st Sig Bde will submit modifications or requests for modifications to maintenance contracts when--

a. Excess equipment is no longer required for operation and use and the user reports this action through the appropriate DOIM chain by utilizing the centralized database.

b. They receive a copy of disposition instructions or the lateral transfer document from the ACoFS, IM, Operations Management Branch (EAIM-P-AS).

**G-7. PROPERTY ACCOUNTABILITY AND INVENTORIES.** Tier III property will be inventoried on a annual basis. Procedure to accomplish the inventory will be as follows:

a. Commanders of the 36th and 41st Signal Battalions, via the ICs, will provide a list of Tier III property (extracted from the centralized database) to IMOs in their area of responsibility on a semi-annual basis NLT January 31 and July 31. IMOs will be using query capability of 1st Sig Bde's Sperry 5000/85 to update their Tier III inventory. The Tier III property inventory will reflect the following information:

Item description (manufacturer and model configuration).

Serial number.

Location (by building, room number, and unit).

Unit identification code.

POC and telephone number.

b. IMOs will--

Verify information on the inventory.

Update the property record IAW the inventory.

**EUSA Reg 25-1**

(3) Prepare and forward a list of changes to the property inventory to the appropriate signal battalion within 30 days of receipt.

c. Unit IMOs within 30 days of the occurrence will—

(1) Report change in equipment location through the centralized database for appropriate contractual action.

(2) Obtain equipment lateral transfer approval from the ACofS, IM, ATTN: EAIM-P-AS, who will report this through the centralized data base to the 1st Sig Bde, ATTN: ASQK-AM, Unit #15271, APO AP 96205-0044, for modification of the maintenance contract.

(3) Follow-up copies of issue and turn-in documents should be sent through the ACofS, IM, ATTN: EAIM-P-AS, Unit #15236, APO AP 96205-0009, to the 1st Sig Bde, ATTN: ASQK-AM, Unit #15271, APO AP 96205-0044.

**G-8. CENTRALIZED DATABASE.** The centralized database maintained by the 1st Sig Bde, ASQK-AM, will be used to update maintenance contracts. All maintenance contracts for Tier III property will be administered by 1st Sig Bde, ASQK-AM, and will reflect the information listed in subparagraph G-5b.

**G-9. MAINTENANCE SERVICE REQUEST.**

a. New equipment. Identification of maintenance for new equipment will be included in the configuration provided as the technical solution to the original requirement. A separate DA Form 3953 is required once the equipment is delivered and the actual warranty period is established. The DA Form 3953 will be submitted by the PBO IAW paragraph G-14 and will reference the original CAPR number.

b. Existing equipment. Any change to the type of maintenance required for existing equipment, re-initiation of maintenance for expired maintenance, and initiation of new maintenance requirements must be documented on a memorandum and submitted through the area DOIM and regional battalion (36th or 41st Signal Battalion) IC's to the 1st Sig Bde, ATTN: ASQK-AM, Unit #15271, APO AP 96205-0044. The 1st Sig Bde, will initiate or request a modification to the existing maintenance contract. These transactions will be made using the centralized database which will be followed up by the memorandum for this action. The following information must be provided on the memorandum:

Name of unit.

Purchase contract/order number.

Machine type/model and serial number

Location of the equipment.

Installation date.

c. Expiration of equipment warranty. Equipment initially covered by a warranty period, will not be automatically added to the appropriate maintenance contract at the end of the warranty period. These transactions will be made using the centralized database which will be followed up by the memorandum for this action.

d. "Per call" maintenance outside the principal period of maintenance.

(1) This applies to the two 1st Sig Bde units (201st Signal Support Company and 169th Signal Company) with IBM 4341 mainframe computer systems.

(2) If maintenance services are performed on the IBM 4341 computer systems at the 201st Signal Support Company and the 169th Signal Company outside the principal period of maintenance, the shift leader at these units must verify the engineering incident report to be prepared by contractor maintenance personnel.

f. Maintenance discontinuation. Request must be made by the Unit IMO through the centralized database at least 60 days in advance. Request should be followed up by memorandum through the DOIM to the 1st Sig Bde, ATTN: ASQK-AM, Unit #15236, APO AP 96205-0044) within 30 days of date action was requested. Provide the following information:

- (1) Unit name.
- (2) Purchase type/model and serial number.
- (3) Machine type/model and serial number
- 4) Location of the equipment
- (5) Projected discontinuation date.

**G-10. EQUIPMENT RELOCATION.** The following information must be provided through the DOIM to 1st Sig Bde, ATTN: ASQK-AM, Unit #15236, APO AP 96205-0044, at least 60 days prior to relocation of non-portable ADP systems.

- a. Unit name.
- b. Machine type/model and serial number.
- c. Current location.
- d. New location.
- e. Projected relocation date

**G-11. REPORTING OF EXCESSIVE EQUIPMENT DOWNTIME.** The following information must be provided to the IC when experiencing machine malfunctions for a period of 12 or more consecutive hours during any 24-hour period:

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- a. Unit name.
- b. Contract number.
- c. Machine type/model and serial number.
- d. Date and time of equipment downtime.
- e. Date and time when engineer called.
- f. Date and time when engineer arrived.
- g. Date and time of equipment up.
- h. Reason(s) for equipment down.

**G-12. INVOICE PROCESSING**

a. The invoices under the direct responsibility of the appointed receiving officer (RO) normally will be received by the RO and forwarded to the Commander, 175th Finance and Accounting Office-Korea, ATTN: Commercial Account Branch, Unit #15300, APO AP 96205-0073, upon certification by the RO.

b. In the event of erroneous receipt of the above invoices, the following action must be taken by the technical representative of the contracting officer's representative.

(1) All invoices will be forwarded immediately to the RO, PSA, 1st Sig Bde, ATTN: AMSF, Unit #15271, APO AP 96283-0518, to obtain discount for early payment of invoice.

(2) Notify RO of actions taken.

**G-13. REQUEST FOR CONTRACT COPY.** If a requirement exists for a copy of the contract(s) for an equipment-using unit, it will be requested by the technical representative of the contracting office.

**G-14. DOCUMENTATION OF IPE.** Equipment will be accounted for by the user's or operator's mission or installation PBO and documented as follows:

a. CAPR, AR 71-13, AR 310-49, CTA 50-909, chapter 40, table 75, and HQDA or EUSA IAA will be used to request Tier III property.

b. Installation PBOs upon receipt of the unit request, accompanied by either HQDA or EUSA IAA, will prepare the DA Form 3953 for submission to the Area DOIM, Regional DOIM, or ACofS, IM, EAIM-F, for approval of the CAPR. Any Tier III item that exceeds \$5,000 must be documented on the unit MTOE/TDA by preparation of DA Form 4610-R or DA Form 4848-R (Application for Annual 45-day Active Duty for Training (ADT) for Participants in U.S. Army Health



Professional Scholarship Program) as appropriate. This form will be locally reproduced on 8 1/2- by 11-inch paper. IM and Tier III equipment will continue to be accounted for on the unit's installation property book.

c. Tier III items costing less than \$5,000 will not be documented in the MTOE/TDA, but will be accounted for on the unit's installation property book. CTA 50-909, chapter 40, table 75, is the authority for Tier III authorizations, and specifies equipment costing over \$5,000 must be documented on MTOE/TDA IAW CTA 50-909, subparagraph 7j.

d. The DA Forms 3953 for new equipment initiated by the applicable PBO will be forwarded to ACoFS, IM, ATTN: EAIM-F, Unit #15236, APO AP 96205-0009, with the CAPR attached. The DA Form 3953 must have a fund citing before being processed by this HQs.

e. The following are authorized nonstandard LIN for IPE:

Component Name, nonstandard LIN

- (1) CPU/Chassis 82563K
- (2) Monitor 82564K
- (3) Printer 82565K
- (4) Plotter Color 82566K

f. Commercial software will be accounted for IAW AR 25-1, subparagraph 5-3c which states "Propriety software does not require formal property book accountability. It will, however, be controlled as a durable item under a hand receipt."

**G-15. CONTRACT MAINTENANCE.** EUSA contract maintenance is limited to non-tactical information management systems equipment preventive maintenance and/or repair. Software trouble calls will be handled by the appropriate Regional Information Centers and not the contractors. Specific contract requirements are contained in the awarded contracts. Contract maintenance is the primary means to maintain this property with all outages being reported to the appropriate IC. Contractor performance is measured and reported on by government personnel called Contracting Officer's Representative's (COR's) who are appointed specifically for this purpose. Essentially, they sample contractor performance and report any difficulties to the Contracting Officer for corrective action. Occasionally, some COR's who serve large geographical areas will require surveillance and sampling assistance from the Tier III equipment users. Personnel appointed to assist the COR's are called Quality Assurance Evaluators (QAE's).

**G-16. USER RESPONSIBILITIES FOR MAINTENANCE CONTRACTS AND EQUIPMENT CARE**

a. Using activity commanders shall nominate a QAE upon request by the COR's, to determine if the contractor's performance is satisfactory. Assistance shall be provided to COR's by unit commanders when COR's determine that QAE nominations would not be feasible.

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b. Commanders will prohibit all equipment users from eating and/or drinking in the near vicinity of the equipment. Local procedures shall be established requiring the user to clean all exterior surfaces of the equipment a minimum of once every two weeks. All equipment shall be raised above floor level to prevent contamination from debris, dust and to prevent unusual accidental damage from occurring.

## APPENDIX H

## RADIO FREQUENCY MANAGEMENT

**H-1. PURPOSE.** This appendix prescribes policies and procedures to allow EUSA subordinate units or supported units to request, obtain, document and use frequencies to support C-E equipment.

**H-2. REFERENCES.** Policies and procedures applicable to all DOD agencies within the ROK are outlined in subparagraph H-2a and H-2b. Subparagraph H-2a outlines information required when requesting frequency assignments and applies to all U.S. military agencies worldwide. Subparagraph H-2b dictates the minimum lead times required for temporary frequency assignments (90 days) and permanent frequency assignments (120 days) and is endorsed by ROK Government (ROKG) agencies.

a. USMCEB-M-011/92, Subject: Standard Frequency Action Format (SFAF) dated 15 January 1992.

b. USCINCPAC Instruction (USCINCPACINST) 2400.1E, Subject: U.S. Pacific Command Joint Electromagnetic Spectrum Management Instruction (USPACOM JESMI), Dated 26 September 1984.

**H-3. GENERAL.** The frequency spectrum is a natural resource of each sovereign nation. Within the ROK the frequency spectrum is, in its entirety, owned and controlled by the ROKG. Frequency support for U.S. forces is provided for under provisions contained in the Status of Forces Agreement and all frequencies used by U.S. forces and DOD agencies must be fully coordinated with and approved by appropriate offices of the ROKG. Units subordinate to, or supported by EUSA, will receive frequency support through appropriate IM channels from the USFK, JFMO.

a. The JFMO. The JFMO has been established under authority of USCINCPAC as a single "joint" office to manage the frequency spectrum for all U.S. forces stationed, deployed to, or operating on the ROK peninsula and within 200 nautical miles of its borders (except within nKorea). The JFMO coordinates frequencies with the ROKG through the collocated U.S.-ROK, JMFC.

b. The U.S.-ROK, JMFC. The JMFC was established in 1972 by agreement between USFK/J6 and the ROK MND, J6, and is comprised of U.S. and ROK personnel. The JMFC is the sole agency authorized to coordinate frequencies with appropriate offices of the ROKG for all U.S. and ROK military forces assigned to the UNC, CFC, or USFK.

(1) Permanent frequencies. Requests for permanent use of frequencies which will be protected by the ROKG are coordinated with and approved by the ROK MOC.

(2) Temporary/non-protected frequencies. Requests for temporary use of frequencies or those permanent frequencies which, by nature of the mission, do not require protection by the ROKG, are coordinated with and approved by the ROK MND.

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c. Frequency spectrum allocation. In general, the ROKG has allocated (divided) the frequency spectrum IAW the recommendations and agreements of the member nations of the International Telecommunications Union. The International Telecommunications Union is a specialized agency of the United Nations in which the member nations of the world have agreed to cooperate to improve the use of telecommunications.

d. Equipment supportability. Equipment supportability is a process whereby a user (developer, deploying agency, operational unit, and so forth) seeks from the host nation(s) early in the equipment development cycle a guarantee that users of a specific type of C-E equipment will in fact be able to subsequently obtain frequencies to support the actual operational deployment of that equipment. This supportability process involves the submission to the ROK MOC of a "releasable" DD Form 1494 (Application for Frequency Allocation) (J/F-12 Paper) containing the technical characteristics and a description of the operational concept.

(1) Existing C-E equipment. Operational frequencies can generally be obtained from the ROKG to support standard C-E equipment currently within the DOD inventory.

(2) New C-E equipment. For recently developed equipment, not in the DOD inventory, employing advanced technology (for example, hopping or spread spectrum systems), and/or operating in frequency bands not normally authorized for such use, special "supportability" coordination must be initiated with ROK MOC. Subsequently, based upon favorable MOC response, operational frequencies can generally be obtained.

H-4. GOAL. It is the goal of the JFMO to provide the most complete and expeditious service possible. Questions concerning equipment supportability and/or the submittal of frequency requests should be addressed to the USFK, JFMO, USFK/FKJ6-O-OF, Unit #15237, APO AP 96205-0010.

### H-5. SPECIFIC PROCEDURES.

a. Submission of frequency requests. Frequency requests for EUSA subordinate or supported units must be submitted through appropriate EUSA channels to the JFMO in the Standard Frequency Action Format (SFAF). A sample of the SFAF is contained in annex 1 to appendix H. Requests may be submitted via AUTODIN message or through distribution, as appropriate depending upon the means available and the classification of the request. The JFMO is unable to coordinate requests lacking required information, and action on incomplete requests cannot be taken until all information is received. The following addresses may be used:

AUTODIN addresses:

JFMO KOREA SEOUL KOR

OR

COMUSKOREA SEOUL KOR//FKJ6-O-OF//

## Mailing Address:

HEADQUARTERS, USFK  
ATTN: FKJ6-O-OF  
UNIT #15237  
APO AP 96205-0010

(1) **Releasability.** Since all frequencies (for both temporary and permanent use) are controlled by the ROKG, all requests for frequency use must be coordinated with appropriate ROKG agencies. The authority to release the information to the ROKG must be either specified with the statement "RELROK" (meaning releasable to ROK) in the classification line (regardless if the request is classified or unclassified) or by an appropriate entry in item 005 of the SFAF. Requests not containing this release authority cannot be coordinated with ROKG agencies and any processing with the ROKG will be delayed until proper release authority is received from the requester.

(2) **Lead time requirements.** ROKG agencies and USCINCPAC have dictated certain specific required "minimum" lead times for processing requests. Lead time pertains to that period of time between the date when the request is submitted to the ROKG and the date when the user requires notification that frequencies have been authorized. **NOTE:** These minimum lead times are 90 days for temporary requests and 120 days for permanent requests. During periods in which U.S. and ROK offices are preparing for various exercises, the volume of frequency requests increases drastically and requirements not submitted in a timely manner may not be fulfilled by the requested "need date". **NOTE:** Any request submitted which does not allow the minimum lead time must contain a comprehensive statement explaining the circumstances for late submittal to allow the JFMO to justify to ROKG agencies the need to expedite coordination. Requests not containing this justification, most likely, cannot be satisfied in a timely manner.

(3) **Standard frequency action format.** The DOD standard for requesting, coordinating, registering, and validating frequencies is the SFAF. For permanent assignments, all SFAF items are required. However, for temporary assignments (required for less than 365 days), an "abbreviated SFAF" may be used. Portions of the SFAF most commonly used are contained in annex 1 to this appendix. Abbreviated SFAF items are preceded by an asterisk (\*) and are highlighted.

(4) **Radio net diagrams.** For all frequency requests supporting multiple equipment, the requester must provide either a "net description" (for AUTODIN messages or letters) or a "bubble chart" (for use in letter correspondence only) describing how the radio net(s) will be structured. Samples of a net description and a bubble chart are contained in annexes 2 and 3 to this appendix.

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b. Frequency assignments. When received from ROKG agencies, the JFMO will notify the original requester and other appropriate addressees of the approval to use a specific frequency(ies). This notification from the JFMO constitutes legal authority to use the frequency(ies) and prescribes what parameters and/or limitations exist pertaining to that use. Depending on the type of assignment, the JFMO may enter the frequency(ies) into a permanent DOD Frequency Resource Records System (FRRS) data base.

(1) Temporary frequency assignments. Temporary assignments are valid for a limited time frame as requested by and coordinated with the ROKG but never more than 365 days. Temporary frequency assignments are not entered into the permanent FRRS data base.

(2) Permanent frequency assignments. Permanent assignments are reserved for recurring daily use type missions and are generally authorized until canceled by the user. Permanent frequency assignments are entered into the permanent DOD FRRS data base and are periodically reviewed by the user to ensure validity of need and accuracy of technical information.

### **H-6. MEACONING, INTRUSION, JAMMING, AND INTERFERENCE (MIJI) REPORTING.**

Reporting procedures for MIJI incidents are contained in UNC/CFC/USFK Reg 525-6.

a. Protected frequencies. Frequencies which have been properly engineered, coordinated with/assigned by the ROK MOC as "protected" frequencies, and used within the limits of that assignment (for example, within power, bandwidth, and location limits, and so forth), should neither cause, nor experience interference from other authorized spectrum users. Authorized users experiencing MIJI on protected frequencies should submit MIJI reports IAW UNC/CFC/USFK Reg 525-6.

b. Unprotected frequencies. Frequencies coordinated with and assigned by ROK MND on a NIB are not protected by the ROKG and generally intended to support exercises or certain permanent operations for which "protected" frequency support could not be obtained from the MOC. Users of NIB frequencies have no "protection" from authorized users and may, at times, suffer interference from these authorized users. Should the victim user suffer unacceptable degradation, operations should be shifted to spare or alternate frequencies, when available. If the degradation continues, the victim user should seek guidance from the JFMO, HQ USFK/FKJ6-OF, concerning the availability of additional frequencies and/or whether to submit a MIJI report IAW UNC/CFC/USFK Reg 525-6.

### **3 Annexes**

1. Standard Frequency Action Format
2. Sample Radio Net Description Listing
3. Sample Radio Net Bubble Chart/Diagram

## ANNEX 1 TO APPENDIX H

STANDARD FREQUENCY ACTION FORMAT  
(minimum required items)

<u>ITEM #</u>	<u>DESCRIPTION/EXPLANATION</u>
*005	<p><b>SECURITY CLASSIFICATION.</b> Enter one letter indicating the security classification of the assignment (for example, U, C, or S).</p> <p><b>RELEASABILITY.</b> If "RELROK" is not contained in the classification line of an AUTODIN message, or in the instructions in a letter, one of the following characters must be included (insert after the letter denoting the classification):</p> <p>H - Releasable to soil country (Korea) only.</p> <p>K - Permanent assignment (available for contingency use within theater after coordination with and approval of cognizant unified commander). Releasable to soil nations.</p> <p>Unclassified Item 005 containing "Release Authority".</p> <p>005. UH</p> <p><b>SECURITY DECLASSIFICATION.</b> For requests marked SECRET or CONFIDENTIAL (for example, S or C in item 005), insert a comma after the classification and releasability letters and enter declassification instructions as outlined below.</p> <p>Specific Declassification Date. Enter DE followed by the number of the year and month.</p> <p>005. CH, DE9612 (December of 1996)</p> <p>Nonspecific Declassification Date. Enter DE followed by the letters "QADR".</p> <p>Ex: 005. SK, DEQADR (Originating Agency's Determination Required)</p>
*010	<p><b>TYPE OF ACTION.</b> Enter one of the following letters:</p> <p>M - For modifications to an existing assignment.</p> <p>N - For a new assignment.</p>

**FREQUENCIES REQUIRED.** List either specific frequencies required -or- state how many frequencies are required within a specific tuning range (for example, 2 frequencies in the 30 - 76 Megahertz (MHz) band). Identify all frequencies as Kilohertz (KHz), MHz or Gigahertz (GHz).

**STATION CLASS.** Enter the code for station class (the most common symbols are listed below).

FA - Aeronautical station

FB - Base station

FL - Land station

FX - Fixed station

MA - Aircraft station

ML - Land mobile station

MS - Ship station

RLB - Aeronautical radio beacon station

**EMISSION DESIGNATOR.** Enter the emission designator (including bandwidth). The basic emission designator consists of four sections. If the emission designator is unknown, supply the information as outlined below.

- a. (List the "necessary bandwidth").

Standard HF is 3 KHz.

Typical LMR "hand-held" is 16 KHz.

Typical FM non-secure voice is 30 KHz.

- b. (List the "Type of Emission").

Enter "A" for Double Sideband (HF Amplitude Modulated - typically used for voice or data).

Enter "F" for Frequency Modulation (FM).

Enter "J" for Single Sideband (SSB) - typically used for HF AM voice or data.



**\*114 EMISSION DESIGNATOR.** (continued)

Enter "G" for Phase Modulation.

c. (List the "Nature of the Signal").

Enter "1" for Single Channel digital.

Enter "3" for Single Channel voice.

Enter "7" for equipment having 2 or more channels containing only digital information.

Enter "9" for equipment having 2 or more channels containing combination of voice and digital information.

d. (List the "Type of Information").

Enter "A" for Continuous Wave (CW)

Enter "B" for Teletype (TTY).

Enter "D" for Data.

Enter "E" for Voice.

Enter "W" for combination of the above.

Some "common" Emission Designators are as follows:

3K00J3E	3 KHz, AM SSB, Single-Channel Voice, used for HF (for example, AN/PRC-104 or AN/MRC-138)
16K0F3E	16 KHz, VHF FM, Single-Channel, Voice, used for LMRs and hand-held radios
30K0F3E	30 KHz, VHF FM, Single-Channel, Voice (for example, SINCGARS or AN/PRC-68 or AN/PRC-77)
25K0G7W	25 KHz, PM, Multi-Channel, Combination Signal (for example, AN/TSC-96 UHF Satellite Terminal)
40K0F7B	40 KHz, FM, Multi-Channel, Digital (for example, AN/MRC-134 or 135)
1M00F9W	1 MHz, FM, Multi-Channel, Combination Signal (for example, AN/TRC-97)

**TRANSMITTER POWER.** Enter the power of the transmitter preceded by one of the letters listed below:

W - If power is less than 1000 Watts

K - If the power is 1000 watts or more but less than 1000 KW.

M - If the power is 1000 KW or more but less than 1000 MW.

**TIME/DATE INFORMATION.** Indicate the normal operating period of time (for example, regular, not limited to workweek; regular, workweek; occasional, not limited to workweek; occasional, workweek).

\*140 **REQUIRED DATE.** Enter the date the frequency is required by the requester.

\*141 **EXPIRATION DATE.** Enter the date when the frequency will be no longer required or will be turned in by the user.

\*200 **AGENCY.** Enter the agency requesting the frequency; for all EUSA units this will be "USARMY".

**INSTALLATION FREQUENCY MANAGER.** When applicable for permanent, fixed assignments enter the post level frequency (signal) office responsible for the location of the operating unit.

\*207 **OPERATING UNIT.** Enter the name of the unit which will actually operate the equipment.

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**Transmit Information**

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**STATE/COUNTRY.** Enter the state/country where the transmitting station will be located. This will be "KOR" for Korea.

**ANTENNA LOCATION.** Enter the name of the city, post or geographical area where the transmitter antenna will be located (for example, Pohang, Camp Casey, Chejudo Island).

**ANTENNA COORDINATES.** Enter the geographic coordinates of the transmitting antenna. This is required for all fixed line-of-sight (radio relay), TROPOSCATTER systems, NAVAIDS, air traffic control requirements and radars.

\*340 **EQUIPMENT NOMENCLATURE.** Enter the transmitter system nomenclature, (for example, AN/GRC-103). If there is no government "AN" number, then provide the manufacturer's name and equipment model number (for example, Harris FV8F).

**ANTENNA NAME.** Enter the name (type) of transmit antenna (Examples are "Whip" or "Parabolic"). Not required for HF, space or earth stations.

**ANTENNA NOMENCLATURE.** Enter the transmit antenna's military nomenclature or commercial manufacturer's model number (for example, AS102).

- 357 **ANTENNA GAIN.** Enter the antenna gain (in dB) in the direction of maximum radiation. Not required for HF unless fixed or aeronautical fixed.

**ANTENNA ELEVATION.** Enter the site elevation in meters above mean sea level (MSL).

**ANTENNA FEED POINT HEIGHT.** Enter the antenna "feed point" height in meters above surrounding terrain.

- 360 **ANTENNA BEAMWIDTH.** Enter the antenna beamwidth in degrees at the half power points.

**ANTENNA ORIENTATION.** Enter the three-digit azimuth in degrees from true north or one of the following codes: **ND** - Nondirectional;

**R** - Rotating through 360 degrees; **S** - Fixed direction but steerable in the horizontal plane; **SSH** - Scanning horizontally through a limited sector; **SSV** - Vertical scanning (nodding); **T** - Tracking that can observe a moving object.

**ANTENNA POLARIZATION.** Enter the polarization of the antenna using the following symbols: **D** - Rotating; **E** - Elliptical; **F** - 45-degree; **H** - Fixed horizontal; **J** - Linear; **L** - Left-hand circular; **R** - Right-hand circular; **S** - Horizontal and Vertical; **T** - Right and Left circular; **V** - Fixed Vertical; **X** - Other or unknown.

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**-----Receive Information-----**

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- \*400 **STATE/COUNTRY.** Enter the state/country where the receiving station will be located. This will be "KOR" for Korea.

**ANTENNA LOCATION.** Enter the name of the city, post or geographical area where the receiving antenna will be located (for example, Pohang, Camp Casey, Chejudo Island).

**ANTENNA COORDINATES.** Enter the geographic coordinates of the receiving antenna. This is required for all fixed line-of-sight (radio relay), TROPOSCATTER systems, NAVAIDS air traffic control requirements and radars.

- 406 **AUTHORIZED RADIUS.** (For Mobile Operations) Enter in kilometers the operating radius from the coordinates listed in item 403.

- \*440 **EQUIPMENT NOMENCLATURE.** Enter the receiving system nomenclature, (for example, AN/GRC-103). If there is no government "AN" number, provide the manufacturer's name and equipment model number (for example, Harris FV8F).

**ANTENNA NAME.** Enter the name (type) of receive antenna (Examples are "Whip" or "Parabolic"). Not required for HF, space or earth stations.

- 455 **ANTENNA NOMENCLATURE.** Enter the receive antenna's military nomenclature or commercial manufacturer's model number (for example, AS102).

**ANTENNA GAIN.** Enter the antenna gain (in dB) in the direction of maximum radiation. Not required for HF unless fixed or aeronautical fixed.

- 458 **ANTENNA ELEVATION.** Enter the site elevation in meters above MSL.

- 459 **ANTENNA FEED POINT HEIGHT.** Enter the antenna "feed point" height in meters above surrounding terrain.

**ANTENNA BEAMWIDTH.** Enter the antenna beamwidth in degrees at the half power point.

- 462 **ANTENNA ORIENTATION.** Enter the three-digit azimuth in degrees from true north or one of the following codes: **ND** - Nondirectional; **R** - Rotating through 360 degrees; **S** - Fixed direction but steerable in the horizontal plane; **SSH** - Scanning horizontally through a limited sector; **SSV** - Vertical scanning (nodding); **T** - Tracking that can observe a moving object.

**ANTENNA POLARIZATION.** Enter the polarization of the antenna using the following symbols: **D** - Rotating; **E** - Elliptical; **F** - 45-degree; **H** - Fixed horizontal; **J** - Linear; **L** - Left-hand circular; **R** - Right-hand circular; **S** - Horizontal and Vertical; **T** - Right and Left circular; **V** Fixed Vertical; **X** - Other or unknown.

**JUSTIFICATION/DESCRIPTION OF REQUIREMENT.** Fully describe the requirement providing a justification of why the frequencies are required. If sent via AUTODIN provide a description of the net structure; if sent by letter, attach bubble charts of the net structure. Provide the tuning increments of the equipment and note any required frequency separation requirements.

**NOTE:** If the minimum lead time has not been provided (90 days for temporary and 120 days for permanent) give a full explanation of the reason(s) for the short lead time and the impact on the mission if the ROKG cannot assign frequencies as requested.

\*803 REQUESTER DATA. Provide the name and DSN number of the individual submitting the request for frequencies who will be able to supply additional information if required.

FOR PERMANENT FREQUENCY REQUESTS, ALL ITEMS ABOVE ARE REQUIRED.

FOR TEMPORARY REQUESTS, ALL ITEMS PRECEDED BY AN ASTERISK ARE REQUIRED; ITEMS WITHOUT AN ASTERISK ARE OPTIONAL.

## ANNEX 2 TO APPENDIX H

## SAMPLE RADIO NET DESCRIPTION LISTING

**GENERAL.** Requests for frequency support for C-E equipment must be submitted IAW appendix H. In addition, those frequency requests supporting radio use must contain a net description (normally used in a AUTODIN message) or a bubble diagram (normally attached to a letter). The following is an example of a radio net description as would be used in an AUTODIN message. Annex 3 contains an example of a bubble diagram for letter submission.

FROM: (Your unit)  
 TO: JFMO KOREA SEOUL KOR  
 INFO: COMUSKOREA SEOUL KOR//FKJ6-O-OP//  
 (appropriate classification) RELROK  
 MSGID/SYS.RI/(your unit)//  
 RMKS/SUBJECT: (TEMPORARY/PERMANENT) FREQUENCY REQUEST

**NOTE:** The first part(s) of the message would contain the actual frequency request in SFAF as outlined in annex 1 to appendix H.

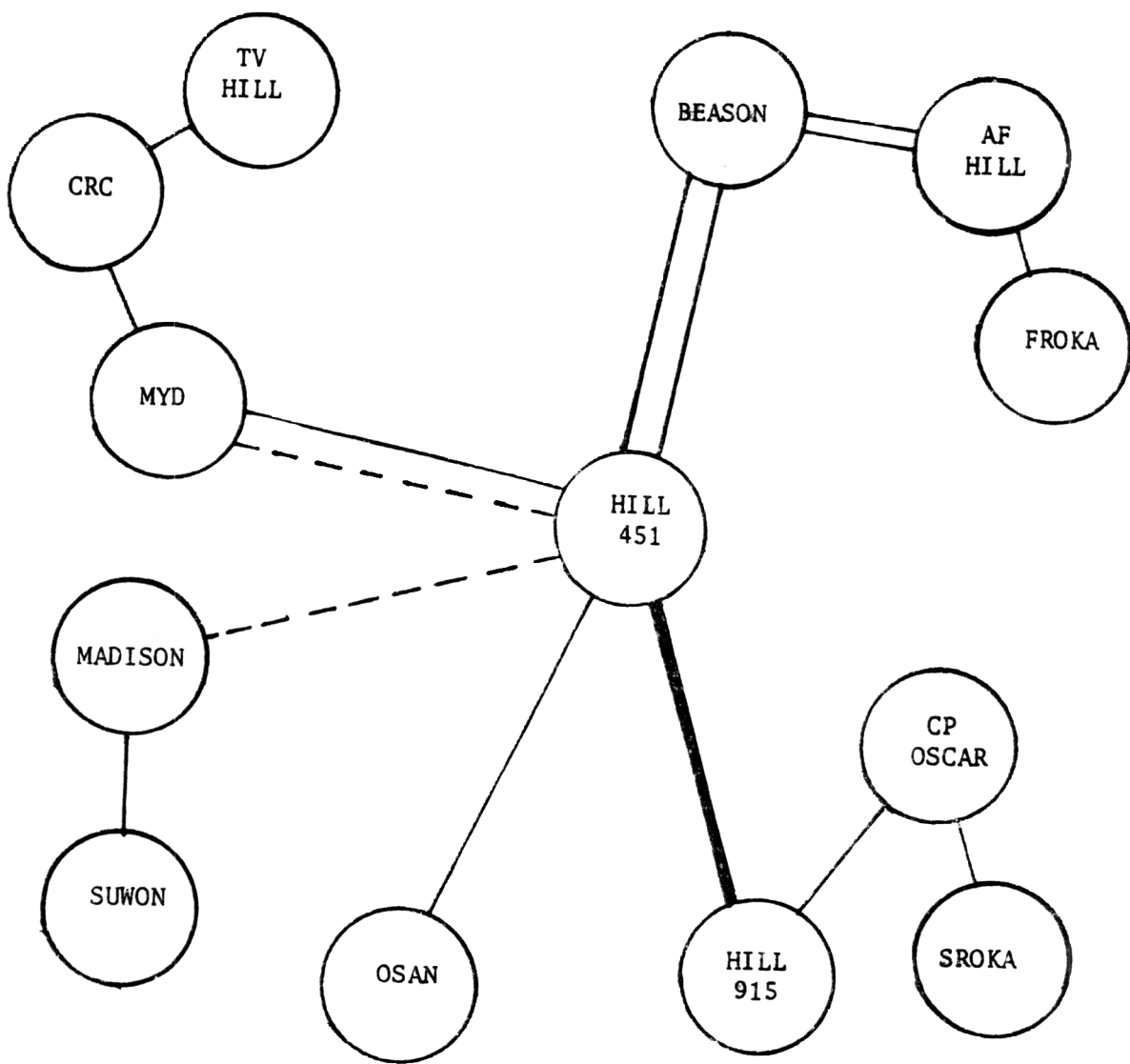
The following net descriptions are provided in support of the preceding frequency request.

NET DESCRIPTION~

COMMAND NET 1	HQ
COMMAND NET 2	HQ
INTELL NET	HQ
ADMIN/LOGISTICS	HQ
ANTI JAM	HQ
SPECIAL WARFARE OPNS	HQ
TACTICAL FIRE 1	HQ
TACTICAL FIRE 2	HQ
HELIPAD MAIN	HQ/AVN UNITS
HELIPAD ALTERNATE	HQ/AVN UNITS
ARTY COMD FIRE	ARTY EN
ARTY ANTI JAM	ARTY EN
ADA BATTALION COMMAND	2-7 ADA EN
ADA BATTALION RETRANS	2-7 ADA EN
ADA BATTALION ADMIN/LOGISTICS	2-7 ADA EN
ADA BATTALION ANTI JAM	2-7 ADA EN
ADA COMPANY COMD NET	A/2-7 ADA CO
ADA COMPANY COMD NET	B/2-7 ADA CO
ADA COMPANY COMD NET	C/2-7 ADA CO
ADA COMPANY COMD NET	E/2-7 ADA CO

## ANNEX 3 TO APPENDIX H

## SAMPLE RADIO NET BUBBLE CHART/DIAGRAM



AN/GRC-103 —————

AN/GRC-222 - - - - -

AN/GRC-143 **—————**

APPENDIX I

PROCEDURES FOR REPORTING AND REUTILIZING EXCESS  
INFORMATION PROCESSING EQUIPMENT AND SOFTWARE

I-1. **PURPOSE.** To establish uniform procedures for reporting, screening, reutilizing, and disposing of excess IPE and software in the EUSA.

I-2. **APPLICABILITY.** This procedure applies to all commanders, DOIMs, and ICs within EUSA and assigned units.

I-3. **POLICIES**

a. The ACofS, IM (EAIM-PP) will centrally manage excess IPE and software reporting and reutilization.

b. All IPE listed in DOD 7950.1-M, chapter 2, subparagraph c, is subject to excess reporting regardless of condition.

c. The unit/activity reporting excess equipment will be given priority consideration for reutilization of the excess equipment if a validated/approved requirement exists. If the excess equipment cannot be reutilized by the unit, the excess equipment will be reported by E-Mail or an SF 120. Send excess report (E-Mail form of SF 120), using the format at annex 2 to appendix I, via E-Mail to FKJ6-XCESS@SEOUL-EMH1.ARMY.MIL with copy furnished to your supporting DOIM. Units and activities that cannot access E-Mail, report using SF 120 hard copy directly to the ACofS, IM, ATTN: EAIM-PP, Unit #15236, APO AP 96205-0009 (See sample SF 120 at figure 1, annex 1 to appendix I) with copy furnished to your supporting DOIM.

d. If the excess equipment is reused within the unit, forward a summary sheet to the ACofS, IM, ATTN: EAIM-PP, Unit #15236, APO AP 96205-0009, within 15 calendar days of redistribution.

e. An SF 120 must be prepared 6 months prior to projected release date or when initiating CAPR to upgrade or replace installed equipment IAW instructions at annex 1 to this appendix.

f. Withdrawal of reported excess IPE must be processed with another SF 120 containing the report number under which originally reported and must be accompanied by written justification for the withdrawal. Forward the SF 120 and justification to the ACofS, IM, ATTN: EAIM-PP, Unit #15236, APO AP 96205-0009.

g. The retention and use of excess government-owned IPE for redundancy, cannibalization, or spare parts, is unauthorized without written approval of the Defense Automation Resource Information Center (DARIC).



## EUSA Reg 25-1

h. Reutilization of government-owned excess IPE is a nonprocurement action, therefore, is not subject to the laws and regulations governing new procurement by DOD components.

i. Software that is used on equipment turned in as excess should also be reported as excess unless it is going to be used on other machines or upgraded for use on other machines.

j. Stand alone packages which are excess (for example, new one not used nor replaced) will also be reported.

k. Software replaced with upgraded software is not considered excess. IAW the U.S. Government Restricted Rights Clause and Contractor Upgrade Provisions, old versions of upgraded software must be destroyed. Transferring, copying, or reutilization of the upgraded software without specific written permission from the software vendor (who is the owner of the software) is unauthorized. Therefore, individuals concerned should make coordination with his/her unit PBO to change accountability of the upgraded software to the newer version on the property book and the replaced software should be destroyed or the diskettes be reformatted and used as data diskettes.

l. If the software is currently used with the hardware which became excess and this software is not required for operation, it should be reported as excess on a SF 120.

### I-4. PROCEDURES.

a. ACoS, IM (EAIM-PP) will--

(1) Serve as the focal point for administration of excess IPE and software reporting and reutilization under the provision of DOD 7950.1-M and this regulation.

(2) Develop, maintain, and publish IPE and software reutilization procedures.

(3) Approve excess IPE and software reutilization.

(4) Review SF 120s for accuracy/adequacy and forward the SF 120s through U.S. Army Information Systems Software Center (USAISSC) to DARIC, as appropriate.

(5) Establish and maintain an excess IPE database.

(6) Provide a list of excess IPE and software to the regional DOIMs, and the ICs. A diskette containing the excess IPE in a dBASE III file may be requested in lieu of the list.

(7) Upon receipt of the SF 120 containing DOD case number and automatic release date from DARIC, forward to reporting unit with instructions to turn-in the equipment to the Defense Reutilization and Marketing Office (DRMO) if disposition instructions are not received prior to the date specified by this HQs.

(8) Upon receipt of instructions from DARIC, forward disposition instructions to the reporting unit and provide an information copy to 1st Sig Bde, ATTN: ASQK-AM, Unit #15271, APO AP 96205-0044.

(9) Upon receipt of completed shipping document or turn-in document from the users:

(a) Delete the IPE from the excess equipment database

(b) Forward one copy of document to the 1st Sig Bde, ATTN: ASQK-AM, Unit #15271, APO AP 96205-0044.

(c) Place the SF 120 in the completed file.

(10) Provide instructions to the losing unit and gaining unit for lateral transfer of the equipment within the command.

(11) Provide a DD Form 1149 (Requisition and Invoice/Shipping Document) to the losing unit for transfer of equipment to organizations outside of this command.

(12) The following will be accomplished upon receipt of an SF 120 and a CAPR, approved by the installation DOIM and regional battalion for reutilization of the equipment:

(a) Coordinate with the regional battalions to determine if another unit has a greater need for it, based upon an approved CAPR.

If a higher priority exists, satisfy that priority first.

b. Regional DOIMs will--

Upon receipt of an SF 120 from the user or installation DOIM:

(a) Screen outstanding CAPRs to determine if the SF 120 excess equipment can be used to satisfy any existing requirement.

(b) If the SF 120 excess equipment can be used to satisfy the requirement, forward a copy of the approved CAPR, a listing of equipment to be reutilized, and the SF 120 to ACoFS, IM, ATTN: EAIM-PP, Unit #15236, APO AP 96205-0009.

(2) Ensure that an SF 120 accompanies a CAPR that calls for replacement of installed equipment.

**EUSA Reg 25-1**

(3) Screen the excess equipment list to determine if any reported excess IPE can be used to satisfy any recently approved CAPR. If excess equipment can be used to satisfy a CAPR, forward the approved CAPR, and a listing of required equipment to ACoS, IM, ATTN: EAIM-PP, Unit #15236, APO AP 96205-0009.

(4) Upon receipt of an excess IPE list from the ACoS, IM, screen outstanding CAPRs to determine if the excess equipment can be used to satisfy any requirement. If excess IPE can be used to satisfy any requirement, forward a copy of the approved CAPR, a listing of equipment to be reutilized, and the SF 120 to the ACoS, IM, ATTN: EAIM-PP, Unit #15236, APO AP 96205-0009.

**c. Area DOIMs will--**

(1) Upon receipt of an SF 120 along with the CAPR from a user, screen SF 120s against outstanding CAPRs to determine if excess IPE can be used to satisfy the requirement. If the excess can be used to satisfy the requirement, forward a copy of approved CAPR, a listing of equipment to be reutilized, and the SF 120 through the supporting regional battalion to the ACoS, IM, ATTN: EAIM-PP, Unit #15236, APO AP 96205-0009.

(2) Ensure that an SF 120 accompanies a CAPR that calls for replacement of installed equipment.

(3) Before a new CAPR is approved, screen the excess IPE list against the CAPR to determine if any reported excess IPE can be used to satisfy the requirement. If excess IPE can be used to satisfy the requirement, forward the approved CAPR and a listing of required equipment through the supporting regional battalion to the ACoS, IM, ATTN: EAIM-PP, Unit #15236, APO AP 96205-0009.

(4) Upon receipt of an excess IPE list from the regional battalion, screen outstanding CAPRs to determine if the excess equipment can be used to satisfy any requirement. If excess IPE can be used to satisfy any requirement, forward a copy of the approved CAPR, a listing of equipment to be reutilized, and the SF 120 through the regional battalion, to the ACoS, IM, ATTN: EAIM-PP, Unit #15236, APO AP 96205-0009.

**d. The Commander, 1st Sig Bde, ASQK-AM, will--**

(1) Maintain a database of IPE under contractual maintenance.

(2) Drop equipment from the maintenance contract when the equipment is turned in to DRMO.

(3) Modify maintenance contract to reflect relocation of excess IPE as requested by the user or the ACoS, IM.

e. The IMO, user unit, or activity chief will--

(1) Prepare an E-Mail form of SF 120 or an SF 120 hard copy, as appropriate. (For SF 120 hardcopy, forward the original directly to the ACofS IM, ATTN: EAIM-PP, Unit #15236, APO AP 96205-0009 with a copy furnished to the supporting Area DOIM. For E-Mail form of SF 120 (see annex 2 to this appendix), send via E-Mail to FKJ6-XCESS@SEOUL-EMH1.ARMY.MIL with carbon copy furnished to the supporting installation DOIM).

(a) Six months prior to the date the equipment or software will become known excess.

(b) When a CAPR is prepared to replace installed equipment, an SF 120 will accompany the CAPR. The CAPR will specify concurrent operating time required for new and old equipment.

(c) As soon as delivery is confirmed, if replacement will occur less than 6 months.

(2) Notify the Commander, 1st Sig Bde, ATTN: ASQK-AM, Unit #15271, APO AP 96205-0044, 30 days prior to termination of maintenance or modification of the maintenance contract, to reflect transfer of the equipment to another location or user.

(3) Upon receipt of disposition instructions from the ACofS, IM, prepare a DA Form 2765-1 (Request for Issue or Turn-in) for turn-in IAW DA Pam 710-2-1. In block "p" of the DA Form 2765-1, enter the report number from block 1 of the SF 120. Both the DA Form 2765-1 and SF 120 with DOD case number and automatic release date assigned will accompany the IPE for turn-in.

(4) Turn-in excess equipment/software to the DRMO and provide the ACofS, IM, ATTN: EAIM-PP, Unit #15236, APO AP 96205-0009, with copies of the completed turn-in documents. Additionally, one copy of the completed turn-in document will be transmitted to the organization issuing the disposition instructions for the equipment (either USAISSC or DAPIC).

## 2 Annexes

1. Preparation of SF 120 (Report of Excess Personal Property)
2. E-Mail Form of SF 120 used in the Eighth United States Army

ANNEX 1 TO APPENDIX I

PREPARATION OF SF 120 (REPORT OF EXCESS PERSONAL PROPERTY)

1. **GENERAL.** A separate SF 120 is required for each type of equipment/software being reported (for example, government-owned, leased). SF 120s that are not prepared properly will be returned for correction. The SF 120 is designed for the reporting of multiple items. In order to reduce paperwork and improve its process, SF 120s will contain all necessary items as follows:

- a. Block No. 1, Report Number: Enter report number as follows:

<u>DODAAC</u>	<u>Julian Sequential Date</u>	<u>Report Number</u>
WT4GDL	-2190	-0001

- b. Block No. 2, Date Mailed: Enter calendar date of reporting date (day, month, and year).

- c. Block No. 3, Total Cost: Enter total acquisition value of all line items on the report.

- d. Block No. 4, Type of Report: Check boxes a, b, c, d, as appropriate.

- e. Block No. 5, "TO" and "THRU:" Enter address as follows:

For "TO"  
HQ DEF Info Sys Agency  
Cen for Info Mgt Code XID  
ATTN: DARIC-R  
701 South Court House Road  
Arlington, VA 22204-2199

For "THRU"  
Commander, USAISSC  
ATTN: ASBI-SDL  
FT Belvoir, VA 22060-5456

- f. Block No. 6, Appropriation or Fund to be Reimbursed: Leave blank.

- g. Block No. 7, From: Enter as follows:

Commander, EUSA, ATTN: EAIM-PP, Unit #15236, APO AP 96205-0009  
POC: Mr. Yi, AV (315)725-3335

- h. Block No. 8, Report Approved: Enter responsible person's name, title, and signature at the originating activity. (Normally the PBO).

- i. Block No. 9, For Further Information Contact: Enter reporting unit's address, including ZIP code + 4, name, and telephone number of POC.

- j. Block No. 10, Agency Approval: Leave Blank.

k. Block No. 11, Send Purchase Orders or Disposal Instructions To: Enter as follows:

Commander, EUSA, ATTN: EAIM-PP, Unit #15236, APO AP 96205-0009  
POC: Mr. YI, AV (315)725-3335, Comm 011-82-7915-3335

l. Block No. 12, GSA Control No: Leave blank.

m. Block No. 13, FSC Group No: Enter "AE".

n. Block No. 14, Location of Property: Enter actual physical location (Bldg No., Rm No., address) to include data processing installation number.

o. Block No. 15 and 16: Leave blank.

p. Block No. 17, Surplus Release Date: Enter projected date equipment will no longer be required by the using unit/activity.

q. Block No. 18(a), Item No: Items will be listed in numerical sequence beginning with "1" for each item. Special features/options will not carry separate item numbers but will be included with the itemized component description in block 18(b).

r. Block No. 18(b), Description.

(1) For IPE: Enter nomenclature of the item, name of manufacturer, type, model, year of manufacture, serial number, special features, options, or modifications; and identification numbers or part number in the case of contractor equipment.

(2) Repair parts and support items with an individual unit acquisition cost of more than \$1,500: Enter nomenclature, name of manufacturer, model, part number and type of IPE it is used with, and serial number.

(3) For government purchased computer software packages. Enter type of software, version of software, and name of manufacturer. **NOTE:** Do not enter the name of the software supplier.

s. Block No. 18(c), Cond: Enter appropriate alpha-numeric condition code for each item shown in block 18(b). Determine the proper alpha-numeric code from condition at annex 2 that will accurately describe the true condition of the property. In addition, enter a "P" if the equipment is government-owned; "L" if leased.

t. Block No. 18(d), Unit. Enter the standard unit of issue, normally for IPE it is "EA".

u. Block No. 18(e), Number of units: Enter the total number of units being reported.

EUSA Reg 25-1

v. Block 18(f), Acquisition Cost per Unit: Enter original acquisition cost

w. Block 18(g), Acquisition Cost Total: Enter total price by multiplying block 18(e) time block 18(f).

x. Supplemental information. To be included after the last item listed in block 18(b), as may be appropriate, follows:

(1) If classified information has been processed on the equipment, a statement will be included that the equipment has been properly declassified and may be reutilized in an unclassified environment.

(2) When IPE is reported excess from a World Wide Military Command and Control System (WWMCCS) installation, identify on the SF 120 as WWMCCS excess IPE.

(3) Maintenance performed by: "Original Equipment Manufacturer." "Third Party Maintenance," and provide name of company and contract number, "In-house Maintenance."

2. **CERTIFICATION FORM.** The SF 120 Certification Form, shown below, will be used to ensure the reported equipment contains no classified information and to certify that the necessary action has been taken for declassification if the equipment has processed classified material or is TEMPEST IPE.

**SF 120 CERTIFICATION FORM**

The undersigned certifies that all discs and memory of all equipment listed on the SF 120, Report No. \_\_\_\_\_, have been properly cleared of any sensitive or classified information and that all proprietary software has been deleted.

Was the equipment listed on SF 120, Report No. \_\_\_\_\_, TEMPEST certified Yes( ), No ( )?

<u>OFFICE</u>	<u>NAME and GRADE</u>	<u>SIGNATURE</u>	<u>DATE</u>
TASO	_____	_____	_____
ISSO	_____	_____	_____

Table I-1 SF 120 Condition Codes	
A1	SERVICABLE (WITHOUT QUALIFICATION)/UNUSED-GOOD
A4	SERVICABLE (WITHOUT QUALIFICATION)/USED-GOOD
A5	SERVICABLE (WITHOUT QUALIFICATION)/USED-FAIR
A6	SERVICABLE (WITHOUT QUALIFICATION)/USED-POOR
B2	SERVICABLE (WITH QUALIFICATION)/UNUSED-FAIR
B3	SERVICABLE (WITH QUALIFICATION)/UNUSED-POOR
B4	SERVICABLE (WITH QUALIFICATION)/USED-GOOD
B5	SERVICABLE (WITH QUALIFICATION)/USED-FAIR
B6	SERVICABLE (WITH QUALIFICATION)/USED-POOR
C1	SERVICABLE (PRIORITY)/UNUSED-GOOD
C2	SERVICABLE (PRIORITY)/UNUSED-FAIR
C3	SERVICABLE (PRIORITY)/UNUSED-POOR
C4	SERVICABLE (PRIORITY)/USED-GOOD
C5	SERVICABLE (PRIORITY)/USED-FAIR
C6	SERVICABLE (PRIORITY)/USED-POOR
D2	SERVICABLE (TEST/MODIFICATION)/UNUSED-FAIR
D3	SERVICABLE (TEST/MODIFICATION)/UNUSED-POOR
D4	SERVICABLE (TEST/MODIFICATION)/USED-GOOD
D5	SERVICABLE (TEST/MODIFICATION)/USED-FAIR
D6	SERVICABLE (TEST/MODIFICATION)/USED-POOR
E7	UNSERVICABLE (LIMIT RESTORA.)/REPAIRS REQ'D-GOOD
E8	UNSERVICABLE (LIMIT RESTORA.)/REPAIRS REQ'D-FAIR
E9	UNSERVICABLE (LIMIT RESTORA.)/REPAIRS REQ'D-POOR
F7	UNSERVICABLE (REPARABLE)/REPAIRS REQ'D-GOOD
F8	UNSERVICABLE (REPARABLE)/REPAIRS REQ'D-FAIR
F9	UNSERVICABLE (REPARABLE)/REPAIRS REQ'D-POOR
G7	UNSERVICABLE (INCOMPLETE)/REPAIRS REQ'D-GOOD
G8	UNSERVICABLE (INCOMPLETE)/REPAIRS REQ'D-FAIR
G9	UNSERVICABLE (INCOMPLETE)/REPAIRS REQ'D-POOR
H5	UNSERVICABLE (CONDEMNED)/SCRAP
HX	UNSERVICABLE (CONDEMNED)/SALVAGE
SS	UNSERVICABLE (SCRAP)/SCRAP



STANDARD FORM 120 REV. APRIL 1957 EDITION GSA GEN. ADMIN. FPMR (41 CFR) 101-11.6		REPORT OF EXCESS PERSONAL PROPERTY		1. REPORT NO. WT4GDL-2156-0001	2. DATE MAILED 5 June 1992	PAGE 1 OF 3. TOTAL COST \$39,434.00	
4. TYPE OF REPORT (Check one only of "a," "b," "c," or "d")		a. ORIGINAL <input checked="" type="checkbox"/> b. CORRECTED		c. PARTIAL W/D d. TOTAL W/D		(Also check "e" and/or "f" if appropriate)	
5. TO (Name and Address of Agency to which report is made) TIRU		6. APPROP. OR FUND TO BE REIMBURSED (if any)		7. FROM (Name and Address of Reporting Agency) Cdr, EUSA, ATTN: EAIM-PP, APO AP 96205-0009 Mr. Yi, AV (315) 725-3335		8. REPORT APPROVED BY (Name and Title) <i>John Doe</i> JOHN, DOE, PBO	
9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.) 34th Support Group, ATTN: EANC-SA-L APO AP 96205-0008, Mr. Smith, DSN (315) 723-XXXX		10. AGENCY APPROVAL (if applicable)		11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.) Cdr, EUSA, ATTN: EAIM-PP, APO AP 96205-0009 POC: Mr. Yi, AV (315) 725-3335, Commercial 011-82-7915-3035		12. CSA CONTROL NO.	
13. ISC GROUP NO. AE	14. LOCATION OF PROPERTY (if location is to be abandoned give date) Bldg #2332, Yongsean Main Post EAST Dir of Log DPI: N470		15. REIM/REQD YES NO		16. AGENCY CONTROL NO.	17. SURPLUS RELEASE DATE 30 Sep 92	
18. EXCESS PROPERTY LIST							
ITEM NO. (a)	DESCRIPTION (b)	COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST (f) PER UNIT (g) TOTAL (h)		FAIR VALUE % (i)
1	OIS-50 Master, 10 MB Fixed Disk MDL: OIS-50 HFG: WANG SN: 045541	P	ea	1	5,100	\$5,100.00	
2	Workstations MDL: OIS-IWS-64K HFG: WANG SN: VX2992, VX3025	P A4	ea	2	2,295	\$4,590.00	
3	Keyboard Workstations, 16K CRT MDL: 5536 HFG: WANG SN: 1.01248, LU1703	P A4	ea	2	4,312	\$8,624.00	
4	Daisy Wheel Printers, 35 CPS MDL: 6581-W HFG: WANG SN: LD5442, LD6848, LD6849, LD6852	P A4	ea	4	5,280	\$21,120.00	
Maintenance is performed by Third Party Maintenance, KCE.							
Average usage of the equipment was 17 hrs per month and average 8 hrs downtime.							
NOTE: Block 5, 7, & 11 - Enter the same information, shown on this <u>SAMPLE</u> .							
Block 8 - Must have a signature of the responsible personnel. The form without signature will be returned for correction.							
Block 18b - Enter item description to include nomenclature, name of manufacturer code, type model, and serial number as a minimum.							
STANDARD FORM 120 REV. APRIL 1957 EDITION		(Use Standard Form 120A for Continuation Sheets) NSN 7540-00-634-4074		120-105		PREVIOUS EDITION USABLE	

Figure I-1. Report of Excess Personal Property

## ANNEX 2 TO APPENDIX I

## E-MAIL FORM OF SF 120 USED IN THE EIGHTH UNITED STATES ARMY

PLEASE PASS TO MR. YI

SF 120 (REPORT NO. XXXXXX-XXXX-XXXX)  
           enter DODDAC-JULIAN-SEQ NO

type of report: ORIGINAL/OVERSEAS  
 date mailed: XX XXX XX

report number: XXXXXX-XXXX-XXXX  
 reporting activity: CDR, USFK/EUSA  
 mail office symbol: EAIM-PP  
 reporting address: APO  
 reporting state: AP  
 reporting zip: 96205-0009

reporting service: ARMY  
 available date: XX XXX XX  
 owner: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
           INCLUDE POC NAME AND PHONE NUMBER.

agency control num:  
 dpi: XXXX  
 poc name: XXXXXX  
 poc commercial: 011-82-XXXX-XXXX  
 poc autovon: 315-XXX-XXXX

location/activity: BLDG XXXX, YONGSAN MAIN POST  
 location address: XXXXXXXXXXXXXXXX  
 location city: APO  
 location state: AP  
 location zip: 96XXX-XXXX

-----  
 item number: 01  
 name of component: XXXXXXXXXXXX  
 manufacture name: XXX  
 manufacture date: XXX  
 manufacture type: XXXXXXXXXXXXXXXX  
 manufacture model: XXXX  
 ae serial number: XXXXXXXX  
 condition code: P/XX  
 quantity reported: X  
 price per unit: XXXX  
 special features: XXXX

**EUSA Reg 25-1**

item number: 02  
name of component: XXXXXXXXXXXX  
manufacture name: XXX  
manufacture date: XXX  
manufacture type: XXXXXXXXXXXXXXXX  
manufacture model: XXXX  
ae serial number: XXXXXXXX  
condition code: P/XX  
quantity reported: X  
price per unit: XXXX  
special features: XXX

total cost: XXXXX

Supplemental Information: Maintenance is performed by XXX.  
Average usage of the equipment was XXX hrs/month and X hrs downtime.

/S/  
XXXXXXXX X. XXXXXX  
XXX, XX, PBO

**NOTE:** Where shown XXXXXXXX, replace them with appropriate information.  
You can report more equipment by adding more property item entries.

One complete property item entries are as follows:

item number: XX  
name of component: XXXXXXXXXXXX  
manufacture name: XXX  
manufacture date: XXX  
manufacture type: XXXXXXXXXXXXXXXX  
manufacture model: XXXX  
ae serial number: XXXXXXXX  
condition code: P/XX  
quantity reported: X  
price per unit: XXXX  
special features: XXX

APPENDIX J

DEFENSE DATA NETWORK/ELECTRONIC MAIL POLICY

J-1. **PURPOSE.** To assign responsibilities and prescribe EUSA policies and procedures for DDN/E-Mail operations in the ROK.

J-2. **RESPONSIBILITIES.**

a. The ACoS, IM is the functional proponent for DDN/E-Mail operations in EUSA and will--

(1) Establish policies for the efficient and effective use of DDN/E-Mail.

(2) Program and budget resources for the management of DDN/E-Mail operations in EUSA.

b. The Commander, 1st Sig Bde (USAISC), will--

(1) Manage the development, selection, implementation, operation and maintenance of the DDN/E-Mail systems in EUSA.

(2) Provide guidelines for DDN/E-Mail and Multichannel Memorandum Distribution Facility II (MMDFFII) training to the DOIMs.

c. The Commanders, 36th and 41st Signal Battalions, will--

(1) Manage the user identification and password system, register DDN/E-Mail system users with the Network Information Center, and disseminate local procedures to user organizations.

(2) Provide user training on DDN/E-Mail subject matters and MMDFFII

d. Commanders, directors, staff principals, and supervisors at all levels will--

(1) Maintain DDN/E-Mail capability and access in order to optimize computer/electronic processing in EUSA.

(2) Ensure all personnel are aware of proper DDN/E-Mail policies and procedures.

(3) Notify the postmaster of all E-Mail users departing the command (permanent change of station, expiration term of service, retirement, and so forth) to ensure they are deleted immediately from the EUSA E-Mail Users Directory.

EUSA Reg 25-1

(4) Establish policies that proliferate the use of E-Mail in lieu of paper as the normal and expected means of conveying both formal and informal memoranda.

e. Individual DDN/E-Mail users will--

(1) Ensure classified information is not processed via E-Mail. E-Mail is a FOR OFFICIAL USE ONLY system and must be treated as such.

Maintain organizational message files IAW AR 25-400-2.

(3) Ensure organizational E-Mail correspondence is released IAW the provisions of AR 25-50, local policy, and local commander's delegation of signature authority.

(4) Each E-Mail subscriber is responsible for reviewing their E-Mail in the same way that AUTODIN message traffic is reviewed, at least daily, and ensure it is appropriately suspended, routed, and maintained.

Respond promptly to incoming message traffic, as required.

**J-3. POLICIES.**

a. E-Mail may be used for unclassified organizational and individual information transfer in lieu of the telephone, the U.S. Postal Service, facsimile, the common-user message service provided by the telecommunications center, and various local systems involving the movement of information on paper. Routine, unclassified organizational information may be sent via organizational E-Mail in memorandum correspondence or message format.

(1) E-Mail is an accepted and normal means of transmitting official command directives and coordinating correspondence. **NOTE:** Correspondence transmitted via E-Mail need not be followed by a "front channel" message via the AUTODIN to be considered official. Addressees not having E-Mail access must still be provided with paper or other media copy.

(2) Organizational E-Mail bearing a signature block and transmitted with the words "signed", "signed for by", or "/s/" will be treated as signed correspondence. A record copy of organizational E-Mail must be maintained and disposed of IAW the appropriate sections of AR 25-400-2.

(3) Individual E-Mail is used for routine, non-tasking, informational communiqués between action officers and does not require an authority line.

b. E-Mail will not be used for official correspondence to and from the Command Group.

c. Users will be assigned to one of the locally designated standard hosts in EUSA. Additional host configurations may be installed in the future. The three hosts adhere to the standard E-Mail host naming conventions and are as follows:

SEOUL-EMH1.ARMY.MIL    Primarily Area II and some accounts    for Area III  
Postmaster E-Mail: POSTMASTER@SEOUL-EMH1.ARMY.MIL

CASEY-EMH1.ARMY.MIL    Area I  
Postmaster E-Mail: POSTMASTER@CASEY-EMH1.ARMY.MIL

TAEJU-EMH1.ARMY.MIL    Area IV  
Postmaster E-Mail: ASQK-DB-ISSO@TAEJU-EMH1.ARMY.MIL

d. User accounts or mailbox addresses will be constructed to identify a staff element, MSC, assigned units, or other activities down to the company/branch/office level. (See annex 1 to this appendix).

e. Users will be connected to DDN/E-Mail via "office servers" (for example, INTEL LAN) or via dial-up modems.

(1) User organizations with a large number of users or a heavy traffic load should use a LAN, if feasible. When operating within a LAN, the MMDFII will function as the file transfer agent. The use of a LAN simplifies the user's access to the system and speeds the response time of the E-Mail host computer by reducing its workload.

(2) Commanders/supervisors of organizations with a LAN will appoint a system administrator to manage its functions.

(3) Users not serviced by a LAN will use an Army E-Mail licensed communications package (for example, PROCOMM to connect to the host computer).

f. In-country Terminal Access Controller access will be authorized and approved only by the appropriate postmaster. The postmaster is the systems administrator for each respective E-Mail host identified in subparagraph 3c.

g. Out-of-country Terminal Access Controller access will be granted by the ACofS, IM, ATTN: EAIM-PP.

h. Personal use of DDN/E-Mail is prohibited. DDN/E-Mail is FOR OFFICIAL USE ONLY information only and not for classified information.

i. Exceptions to these policies will be submitted in writing, through the IMO to ACofS, IM, ATTN: EAIM-PP, Unit #15236, APO AP 96205-0009.

J-4. PROCEDURES.

a. Signature authority to release organizational E-Mail may be delegated to subordinates in writing IAW AR 25-50. Delegation should include the name of the official to whom authority is delegated, the type of material authorized, restrictions or exclusions, and termination of authority. Signature authority will specify the authority line to be used.

b. Documents requiring signature authority may be transmitted via E-Mail. Signature blocks on correspondence and documents sent via E-Mail will be considered unsigned unless signature is indicated. For those systems that cannot record, transmit, and display signatures or password generated signatures, signature blocks will be transmitted with the words "signed" or "signed by for" or "/s/".

c. Record copies of organizational correspondence sent via E-Mail will be maintained. Record copies will show the coordination obtained. The electronic recordkeeping retention requirements for each message will be IAW AR 25-400-2. When record copy of organizational E-Mail is created without a paper hard copy, the appropriate disposition instructions prescribed by AR 25-400-2 must appear on the floppy diskette jacket cover.

d. New accounts/mailboxes.

(1) The user organization will submit an account/mailbox application (annex 1) to the supporting IMO.

(2) For Army organizations, the IMO (for non-Army organizations, the service equivalent) will validate all information and forward the request to the applicable DOIM (see table B-2, app B).

(3) The Area DOIM will forward approved applications to the appropriate postmaster for mailbox implementation IAW the Army Standard Electronic Mail - Korea (ASEM-K) Administrator's Guide. Disapproved applications will be returned to the IMO (or service equivalent) with the rationale for disapproval.

(4) The postmaster will return the login/password for newly implemented mailboxes through the IMO (or service equivalent) to the requesting user.

e. Changes to accounts/mailboxes.

1) Add, change, or delete users.

(a) The organizational IMO will process requests to add, change or delete users to the appropriate postmaster. All requests for new users will include an authentication statement by the IMO or service equivalent that training has been or will be completed. The training may be obtained locally or at a previous duty location.

(b) The postmaster will process the user account application IAW the ASEM-K Administrative Guide.

(c) The postmaster will forward the new user login and password directly to the requester, with notification to the supporting IMO and DOIM.

(2) Termination of old accounts.

(a) Organizational accounts. Organizations which have not accessed their accounts within a 45-day period will be subject to cancellation.

(b) Individual users. Individual user accounts will be automatically canceled upon reaching the DEROS date entered on the initial application. (See annex 1, this app.) DEROS dates can be extended by notifying the postmaster of approval of DEROS extension. Individual accounts will also be automatically terminated if an individual account is not accessed within a 45-day period. The Postmaster must be notified if the user is on extended leave or temporary duty to retain the account and thereby prevent automatic cancellation. The postmaster will update the appropriate user file in the NEWS.

f. User connection to a DDN/E-Mail host will be small local "office servers" or "dial-up" modems.

(1) User connections via an office server, will be coordinated through the IMO or service equivalent channels for approval by the supporting DOIM. The following items must be coordinated prior to connection to the host:

(a) Availability and installation of MMDFII on the office server.

(b) System administrator appointed and trained in the operation of office server and MMDFII.

(c) Additional staff trained in office server functions and knowledgeable in MMDFII applications.

(d) Familiarize the organization's users with office server operations from a user's standpoint (for example, access, data creation, file maintenance, and so forth).

(2) "Dial-up" modem users equipment that will facilitate an error resistant dial-up data communications. Modems must have an error detection/correction protocol, such as Microcom Network Protocol, in order to minimize errors data communication from their PCs. See your local IC for assistance.

g. Training in DDN/E-Mail, PC operations, MMDFII, communication software, and so forth, is available or can be arranged through your respective IC.

1 Annex  
Instructions for Mailbox/User Application



ANNEX 1 TO APPENDIX J

INSTRUCTIONS FOR MAILBOX/USER APPLICATION

1. Information required is used to maintain the EUSA E-Mail mailbox database directory.

2. When completed, the forms for new mailboxes, additional or new users will be forwarded to the following:

a. Area I users forward to: Commander, 552d Signal Company, ATTN:  
ASQK-EC-DOIM, Unit #11529, APO AP 96258-0613. E-Mail:  
ASQK-EC-DOIM@CASEY-EMH1.ARMY.MIL

b. Area II users forward to: Commander, 275th Signal Company, ATTN:  
ASQK-EA-DOIM, Unit #15280, APO AP 96205-0053. E-Mail:  
ASQK-EA-DOIM@SEOUL-EMH1.ARMY.MIL

c. Taegu users forward to: Commander, 169th Signal Company, Unit #15027,  
APO AP 96218-0184. E-Mail: ASQK-DB-ISSO@TAEGU-EMH1.ARMY.MIL

3. The following sample form is provided to assist in preparing mailbox application:

## MAILBOX/USER APPLICATION FORMAT

Date:

- a. Mailbox Name: (Mailbox name will be your current office symbol)
- b. TAC Access Required (Y,N): (If yes, full justification is required. Place justification in remarks.)
- c. Type of Action: (Enter the action requested, for example, new mailbox, new user, additional user.)
- d. Users full name:
- e. Users rank:
- f. User's phone number:
- g. User's DEROS:
- h. Organization: (Full organization name of mailbox/user.)
- i. Unit mailing address: (Include ZIP code.)
- j. Unit IMO name: (Name of Unit IMO.)
- k. IMO phone number and E-Mail address:
- l. Type of equipment: (for example, PC, Modem)
- m. Host name: (@SEOUL, @CASEY, @TAEGU)
- n. Remarks: (Used to amplify above paragraphs.)

## APPENDIX K

## REQUEST AND APPROVAL FOR OFFSITE PROCESSING

REQUEST AND APPROVAL FOR OFF SITE PROCESSING	
For use of this form, see HQDA Letter 25-87-2; the proponent agency is OACSIM	
SUBJECT	
MEDIA/RECORDS BEING BORROWED	
CLASSIFICATION	ADDRESS OF PROCESSING LOCATION
<p>I will comply with agency directives regarding security, fire, control and all applicable regulations regarding the safety of U.S. Government documents and equipment.</p> <p>I further understand that the U.S. Government is absolved of all responsibility for any damages sustained by me as a result of processing job-related work on/off site, using my employee-owned personal computer.</p>	
SIGNATURE OF EMPLOYEE	DATE
SIGNATURE OF APPROVING OFFICIAL	DATE

DA FORM 5632-R, MAR 87

APPENDIX L

TELEPHONE POLICY

L-1. **OFFICIAL TELEPHONE SERVICE.** Official government service (classes A, C, and D) is provided on a nonreimbursable basis and will not be provided to quasi-official activities.

a. Class A is the primary class of service provided users of the DSN. It provides for Korea-wide dialing capability within the DSN. Class A service does not include access to out of country DSN or to the commercial telephone network. Added capability must be requested separately.

b. Class C is authorized for the transmission of official government business within an Army installation and is restricted from having commercial access. This service may be installed in common areas where it is accessible to all on an equal basis. Class C service will not be installed in individual rooms or private quarters.

c. Class D is for special types of service, such as fire, guard, and crash alarm services.

L-2. **OFFICIAL SERVICE IN QUARTERS.** The Commander, EUSA, will designate personnel in key official positions that warrant official telephone service. Key personnel are defined as persons assigned to a functional position which has been designated as requiring immediate communication responsiveness for command and control of forces under crisis situations and Defense Condition (DEFCON) alerts. Personnel selected for official telephone service must also provide (at their own expense) separate telephone service for the conduct of personal business.

L-3. **KEY PERSONNEL REQUIRED/AUTHORIZED TO MAINTAIN TWO SEPARATE RESIDENCES WITHIN KOREA.** Key personnel, as defined in paragraph L-2, may be provided official telephone service in their secondary quarters under the following conditions:

a. They must be paying for unofficial telephone service in their primary quarters to conduct personal business.

b. The official telephone will be limited to standard class A service.

c. Requests for this service must be submitted with copies of the contract for unofficial service in their primary quarters, orders or a statement from the immediate commander showing that they are filling a position authorized this service. Submit request to the local IC/Telephone Store.

**UNOFFICIAL TELEPHONE SERVICE.**

a. Class B is authorized on a reimbursable basis for U.S. Government owned or leased quarters assigned for family or personnel quarters and located on military installations; Quasi-governmental agencies, post exchanges, clubs and open/closed messes; other non-appropriated fund activities, private associations including Boy Scout and Girl Scout activities, nursery activities, and so forth; on-post concessionaires, and invited commercial contractors. Class B charges are listed in annex 1 to this appendix.

(1) Request for class B service will be submitted on a DA Form 3938 through the unit TCO to the local IC/Signal Company.

(2) Collect calls will not be accepted on class B phones.

(3) Service will provide local commercial access and Korea-wide DSN direct dial.

b. KT service on a military installation can be requested. Requests must be submitted through the chain of command/sponsoring organization using a LSR with written justification to the local DOIM. Actual installation is at the discretion of KT.

**L-5. UNOFFICIAL TELEPHONE CALLS.** Unofficial or other unauthorized use of military or leased commercial facilities adversely affects the cost of and the responsiveness to official requirements. Commanders will institute and maintain adequate control measures to ensure that military telephones are used primarily for official business.

**OFFICIAL COMMERCIAL TELEPHONE SERVICE.**

a. Local and long distance commercial access. Requests for direct dial commercial access (99) or long distance commercial access off official DSN telephones will be submitted by memorandum through the MSC or equivalent staff/agency TCO and local DOIM to the ACofS, IM, ATTN: EAIM-O-OMV, Unit #15236, APO AP 96205-0009, for approval. The subscriber must have existing class A telephone service prior to requesting commercial access.

b. Requests for Korean commercial telephones will be submitted to the ACofS, IM, ATTN: EAIM-O-OMV, Unit #15236, APO AP 96205-0009, with a fund cite for review and approval prior to installation. Units will pay for the telephone service, to include installation. Actual installation is at the discretion of KT. When frequent official access to the commercial system is necessary, DSN instrument access to commercial lines is recommended. Official commercial telephones are not authorized in personal quarters on U.S. military compounds. Access to commercial telephones must be restricted and logs maintained on calls made. This is to preclude unauthorized or unofficial use of the telephone.

**L-7. CELLULAR TELEPHONES.**

a. CAPRs submitted IAW reference for hand-held cellular telephones will be approved only if the requirement applies to one of the following categories:

1 To support a General Officer

(2) To support the primary staff when their mission is unsupportable through existing communications means such as pagers and car telephones. Pooled cellular telephones are available from the protocol office on a temporary basis.

(3) To support commanders down to maneuver brigade level only when the mission clearly demonstrates a critical need for immediate communications where no commercial or military telephone service is available and organic tactical assets are inappropriate. The geographic area must be able to support this requirement.

(4) OPSEC must be a prime consideration. Cellular STU-IIIs are restricted to the execution of command and control functions. Standard cellular telephones are to be used for administrative traffic only.

(5) To support special teams in the execution of their mission. These teams may include but are not limited to:

(a) Emergency teams engaged in relief/repair operations during times of manmade or natural disaster.

(b) Teams engaged in communication restoral operations (for example, fiber optic cable) where no means or access to military or commercial assets are available.

b. Approval authority for hand-held cellular telephones is retained by the Chief of Staff, EUSA and must be accompanied with full justification.

c. The use of cellular/portable or mobile telephones will be controlled to ensure they are used to conduct official business. In addition:

(1) The use of cellular/portable or mobile telephones is limited to calls within Korea.

Calls to the CONUS or other countries are not authorized.

Call duration should be limited to less than 15 minutes

(4) Unofficial or other unauthorized use of the service is subject to Uniform Code of Military Justice action and termination of service.

**L-8. NON-GOVERNMENT ACTIVITIES PHONE REQUESTS.** Requests for service to other than U.S. Government activities require a U.S. sponsor to validate the LSR. Any costs incurred will be borne by the subscriber. Phone requests will contain the following statement: "The service is in the best interest of the U.S. Government, the dominant user will be a U.S. Government support activity and personnel, and the requirement is such that service by any other means will not suffice."

**L-9. COLLECT TELEPHONE CALLS PROHIBITION.** Acceptance of collect calls is not authorized. This restriction applies to all classes of service in EUSA (official or unofficial).

**L-10. SECURITY.** The security problems resulting from conversations over non-secure communications are of continuing concern to all and include conversations that collectively may reveal classified information. Transmission of classified information by unsecured means is prohibited. STU-IIIs will be used to pass classified information. STU-IIIs will not be installed in the same area with a proprietary telephone that does not meet security requirements for areas where sensitive information is discussed. The only authorized EUSA phone for use in secure areas is the Northern Telecom Meridian telephone.

**L-11. SYSTEM MODIFICATION.** Only personnel under the direct control of the installation DOIM may alter, remove, or otherwise modify telephone communications equipment. Units or activities responsible for unauthorized tampering with Army-owned or leased equipment may be denied the service and the loss of affected instruments. Requests to modify existing telephones will be submitted to the Commander, 1st Sig Bde, ATTN: ASQK-OT-FTO, Unit #15271, APO AP 96205-0044, at least 15 working days prior to the required service date.

**L-12. SPECIAL TELEPHONE EQUIPMENT.** Privately owned/procured special telephone features and equipment (such as answering machines, facsimiles, modems, and so forth) must meet Federal Communications Commission standards prior to use on the DSN. For official use, the commander or staff director must validate and approve the requirement as mission essential. A memorandum of approval posted near the equipment will suffice. EUSA assumes no responsibility or liability for maintenance or performance of privately owned equipment installed on the DSN. Any privately owned equipment discovered on the military telephone system not approved for use will be disconnected, and the loss of telephone service or equipment may result.

**L-13. CALL DURATION.** Calls will be limited to 15 minutes. A long distance connection will not be held while talking to a third party or searching for information.

**L-14. TELEPHONE CREDIT CARDS.** The supporting DOIM is responsible for issuing, controlling, supervising, and accounting for all telephone credit cards issued for official use within their area of responsibility. Only General officers or their civilian equivalents are authorized issue of official telephone credit cards. Records on the issuance of credit cards will be

reviewed and revalidated by the ACoFS, IM, ATTN: EAIM-O-OMV, Unit #15236, APO AP 96205-0009, at least annually. Telephone bills will be validated by each user. Telephone credit cards are not issued for making calls from Korea to the CONUS. Telephone credit cards will be issued and only used as follows:

- a. For official business.
- b. When the credit card holder is away from the permanent duty station.
- c. When a government system is not available.

**L-15. TELEPHONE EXTENSIONS.** Under the single line concept, there will only be one phone line per subscriber.

**L-16. ORGANIZATIONAL MOVES.** Organizations moving to a new location serviced by a different switchboard will not be able to keep their old telephone numbers. An organizational move within Yongsan could still be serviced by a different switchboard, requiring at least a different prefix. Changes to telephone directories can be published if requested.

**L-17. TELEPHONE DIRECTORIES.** The only official telephone directory is the UNC/CFC/USFK/EUSA telephone directory. Individual unit telephone directories are not authorized. For exercises, the UNC/CFC/USFK Command Post telephone directory is published every 18 months, with special exercise supplements, as required. Submit changes, corrections, and deletions to the ACoFS, IM, ATTN: EAIM-O-OMV, Unit #15236, APO AP 96205-0009.

**L-18. HEALTH, MORALE, AND WELFARE CALLS.** Health, Morale, and Welfare calls are not authorized for DOD personnel within EUSA. However, commanders and directors of civilian activities may on a case-by-case basis, based on critical needs of DOD personnel (for example, family or financial emergency), authorize personal call privileges via the DSN.

**L-19. EXCEPTIONS TO POLICY.** All requests for exceptions to telephone service will be forwarded to the ACoFS, IM, ATTN: EAIM-O-OMV, Unit #15236, APO AP 96205-0009.

3 Annexes

1. Monthly and Nonrecurring Charges
2. Telephone Call Control
3. Dedicated Circuit Request



ANNEX 1 TO APPENDIX L

MONTHLY AND NONRECURRING CHARGES

1. DOD 4640.4-I provides the rates for phone service.
2. Monthly charges for the various classes of service are as indicated below. All charges will be paid in advance. Subscribers will pay for a full month when the phone is installed. The subscriber will not be charged for the month removed from service.

<u>Classification</u>	<u>Rates</u>	<u>Description</u>
Class B-1A	\$20.00	U.S. Government-owned or leased quarters assigned for family or personnel quarters and located on military installation.
Extension	\$ 2.50	
Class B-2A	\$35.50	Quasi-Governmental agencies, post exchanges, clubs, and open messes.
Extension	\$ 2.50	
Class B-2C	\$15.00	Other non-appropriated fund activities, private associations including Boy Scout and Girl Scout activities, nursery activities, and so forth.
Extension	\$ 2.50	

**ANNEX 2 TO APPENDIX L**

**TELEPHONE CALL CONTROL**

**1. TELEPHONE CONTROL NUMBERS**

a. TCO(s) will maintain a record of control numbers for operator assisted DSN or commercial calls on EA Form 646 (United States Forces, Korea Telephone Control Log). TCO(s) (or the commander's representative) are the only personnel authorized to distribute control numbers.

b. TCOs will review logs monthly to ensure completeness and proper use. Logs will be certified by the commander/director and forwarded to ACoS, IM, ATTN: EAIM-O-OMV, Unit #15236, APO AP 962054-0009. Certification should be in the form of a cover letter stating that all calls placed were for official government business only.

**2. DSN CALL PROCEDURES.**

a. The subscriber obtains a control number from the TCO after providing the required information.

b. The subscriber contacts the booking operator and provides the following information for the booking ticket:

1 Control number.

(2) Originator's name, telephone number, section, and unit or organization.

(3) The name and telephone number of the party being called.

(4) Precedence. The precedence used will comply with the instructions in the UNC/CFC/USFK telephone directory.

c. An operator will notify the call originator when the call is ready to be placed. The originator must receive the call booking number from the operator. During busy periods, expect a delay.

d. The subscriber contacts the TCO after the completion of the call, providing the booking number and duration of call. If the call is not completed and the call is attempted at a later time, a new control number must be used.

e. Booking tickets will be forwarded monthly to the Commander, 1st Sig Bde, ATTN: ASQK-OT-FTO, Unit #15271, APO AP 96205-0044, for review and action, as appropriate.

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**3. LONG DISTANCE COMMERCIAL CALLS.** Subscribers desiring to make official calls to commercial telephones at distant locations may utilize the control number system to place calls. Subscribers will book calls with the local booking operator and will provide the information listed in subparagraph 2b

**a. In-country:**

(1) During exercises, and contingencies, requests for in-country long distance telephone calls originating from Command Center Seoul, OSCAR and TANGO will not be required to have control numbers.

(2) EUSA operators will not process request for "off-net" calls directly through the ROK commercial telephone system.

**b. Out-of-country:**

(1) EUSA operators will place calls to all locations using commercial access lines.

The DSN will not be used for toll skipping.

c. Once a call is established, the operator will request that the subscriber limit the call to 15 minutes.

d. Booking tickets will be forwarded monthly to the Commander, 1st Sig Bde, ATTN: ASQK-OT-FTO, Unit #15271, APO AP 96205-0044, for appropriate action and reimbursement when applicable.

**4. GENERAL OFFICER/SENIOR CIVILIAN TELEPHONE ACCESS.** General officers, colonels, and civilians GM-15 and above who identify themselves as such, may be granted access to the DSN system and in-country long distance commercial call without the use of control numbers. The highest precedence they will be allowed is IMMEDIATE. These calls will be ticketed similar to FLASH and IMMEDIATE calls.

**5. TELEPHONE CONTROL LOGS.**

a. TCO(s) will maintain a record of all long distance calls, for staff/agency/units use and documentation on EA Form 646.

b. Instructions for EA Form 646 (Refer to blocks 1 - 12 in figure L-1

(1) **CONTROL NUMBER:** Your assigned symbol will be placed in the upper left corner

**MONTH:** Month and year.

**DATE OF CALL:** Numeric date (for example 05)

(4) CONTROL NUMBER: The control number issued by the TCO. Do not include office symbol.

(5&6) ORIGINATOR : Name of person making the call and the telephone number of the telephone being used.

(7&8) CALL DESTINATION: Name of person, organization, and telephone number called.

PRECEDENCE: Do not use.

(10) BOOKING NUMBER: The number provided to the caller by the servicing operator.

CALL DURATION: Number of minutes telephone was used.

PURPOSE OF CALL: Subject of telephone conversation.

[illegible]

Figure L-1. United States Forces, Korea Telephone Control Log

ANNEX 3 TO APPENDIX L

DEDICATED CIRCUIT REQUEST

OFFICE SYMBOL (MARKS)

MEMORANDUM FOR ACoFS, J6, ATTN: FKJ6-O-CMT, Unit #15237, APO AP 96205-0010

SUBJECT: Dedicated Circuit Request

1. A circuit is required in support of (state command or unit name) for (state system, network, OPLAN, or name of exercise).
2. This request is for a (state full period, on-call or temporary) circuit.
3. Circuit specifications:
  - a. Type of circuit: (Voice, TTY, data, facsimile, video).
  - b. Termination points:

FROM: (Name and location of military posts, building number, room number, or complete local mailing address. If the location is not on a U.S. military compound, a complete mailing address must be provided for leasing action).

(same information as above).

- c. User(s): (Both locations).
- d. Requested service start date:
- e. Requested deactivation date:
- f. Type, make and model of terminal equipment: (TA-312 field telephone, UGC-144 TTY, MOD-40 TTY, IBM-1184 computer, and so forth).
- g. (State unit name, POC, and POC telephone number. POC must have specific knowledge of the equipment being provided).
- h. For data, TTY, FAX, video, and so forth, circuit(s):
  - Duplex: (full or half).
  - (2) Speed: (baud rate, words per minute (wpm), and so forth).
  - (3) Modem: (Make and model).

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- (4) Type of secure equipment: (KG-84, KY-65, KY-57, and so forth).
- i. Remarks: (any further amplifying information).

SIGNATURE BLOCK

APPENDIX M

MINIMIZE

**M-1. DEFINITION.** Positive actions taken to reduce the traffic volume of telephone and data transmissions to ensure the rapid processing of mission critical information.

**M-2. GENERAL.** MINIMIZE reduces the total volume of telephone and data transmissions by reducing access and directing that only information categories specifically allowed by the Commander, EUSA, will be transmitted.

**M-3. IMPLEMENTATION.** The following actions will occur IAW DEFCON declarations.

a. The MINIMIZE declaration authority within EUSA is the Commander, EUSA. Normally, authority is delegated to the EUSA, Chief of Staff. The Commander, 1st Sig Bde implements MINIMIZE when declared.

b. Preliminary steps for the declaration of MINIMIZE are as follows:

(1) Requirements are reviewed to ensure rapid execution of MINIMIZE when declared. Users will ensure they will be able to conduct all telephone calls in the secure mode. Upon declaration of DEFCON 3, all telephone lines not terminated with a STU-III, or other secure telephone, will be disconnected to upgrade security.

(2) Upon declaration of DEFCON 2, the Commander, 1st Sig Bde assesses the need for MINIMIZE based on traffic load in communications centers and telephone switches. If not already under MINIMIZE conditions, considers a recommendation of MINIMIZE to the Commander/Chief of Staff.

(3) Upon declaration of DEFCON 1, MINIMIZE is imposed, if not previously declared.

c. Upon declaration of MINIMIZE:

(1) Non-secure and other previously identified non-essential telephones access are terminated.

(2) EUSA controlled telephone switches will initiate line load control as directed by the 1st Sig Bde.

(3) Communications centers and user operators will ensure "MINIMIZE CONSIDERED" is entered as the last text paragraph of all messages to be transmitted.



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(4) Users will ensure only information within the MINIMIZE exception categories, listed below, is transmitted by telephone or data means. Telephone calls made under MINIMIZE conditions will begin with the phrase "MINIMIZE CONSIDERED".

**M-4. EXCEPTIONS TO MINIMIZE.** Telephone and data transmissions which are allowable under MINIMIZE conditions, with the caveat "MINIMIZED CONSIDERED" are:

- a. Those containing critical intelligence data relating to the crisis.
- b. Those relating to aircraft movement related to the crisis.
- c. Those relating to fleet units related to the crisis
- d. Those relating to logistical and statistical activities having a direct bearing on combat readiness and the evacuation of noncombatants.
- e. Those containing perishable and operationally critical weather information.
- f. Those containing mission limiting information or mission critical instructions pertaining to the communications system.
- g. Those relating to serious illness, accident, or death of DOD personnel (military, civilian, dependent, or contractor).

**M-5. MINIMIZE DISCIPLINE.**

- a. Only exceptions to MINIMIZE calls will be made, and/or messages sent. All others are violations of the MINIMIZE order.
- b. Use the lowest acceptable priority/precedence. Remember under MINIMIZE, non-mission essential traffic does not exist.
- c. Telephone and data messages must be short, distinct and to the point
- d. All information will be transmitted via secure means.

## APPENDIX N

## TSAK SUPPORT MARTIX

## SECTION I. Direct Customer Production and Service Support

PRODUCTION	Camp Casey 730-2743	Camp Howze	Camp Red Cloud 732-6132	Yongsan 724-4072	**Camp Humphreys 753-6321	Camp Henry 768-7729
Graphics			Bldg S338 732-6111	Bldg 1134 724-7004	Bldg T328	Bldg 1865 768-7432 768-7018
Fabrication	Bldg T436 730-2700			Bldg 1109 724-7279		
Photography	Bldg T506 730-2779		Bldg S338 732-7143	Bldg 1134 724-4090	Bldg T330	Bldg 1685 768-6910 768-6911
Audio-TV				Bldg 1134 724-4084		

SERVICES	Camp Casey 730-2738	Camp Howze 734-5136	Camp Red Cloud 732-6132	Yongsan 724-7566	**Camp Humphreys 753-8036	Camp Henry 768-6914
Media/Equip Loan	Bldg T424 730-2743	Bldg T316 734-5136	Bldg S338 732-6132	Bldg 1164 724-6937	Bldg T329 753-8036	Bldg 1685 768-6914
Devices Loan	Bldg T424 730-2743	Bldg T316 734-5136	Bldg S338 732-6132	Bldg 1164 724-7114	Bldg T329 753-8036	Bldg 1685 768-6914
Org Maint	Bldg T424 730-1451		Bldg S338 732-6132	Bldg 1164 724-4091		Bldg 1685 768-6913
DS/GS Maint				Bldg 1164 724-7541		
Miles	Bldg T880 730-3857					
PBO				Bldg 1109 724-7298		

\*\* Open Tuesdays only: 0945 - 1400 hours.

## SECTION II. Management and Administrative Support

VI Resource Plans & Programs  
Fund Transfers & Support Agreements  
Reports of Survey  
Training Support Plans & Programs  
Training Range Plans & Programs  
Video Teleconferencing

VI Manager, 725-4527  
Budget Officer 725-4087  
Chief, Supply Div/PBO, 724-7298  
Chief, Plans & Ops Division, 724-6604  
Chief, Range Management Div., 725-6616  
Chief, Plans & Ops Division, 725-3647

**EUSA Pam 25-1**

**Supersedes**

**appendices O, P, Q, R, S**

**T U, V, W and X**

**of this regulation,**

**EUSA Reg 25-1**

## APPENDIX Y

### INFORMATION MANAGEMENT AWARDS PROGRAM

Y-1. **PURPOSE.** The purpose of the IM Awards Program is to recognize outstanding achievement in the IM Mission Area. Its intent is to augment, not replace, existing incentive and awards programs.

#### PROCEDURES

a. The J6/IM Plans and Programs Division will solicit nominations for the following awards during the first quarter of each fiscal year: Excellence in Customer Service; Excellence in Unit Information Management; and Excellence in Technical Achievement.

b. The Deputy ACoFS, IM, will chair and convene a selection panel made up of at least two representatives from the 1st Sig Bde and two representatives from the J6/IM to select a winner for each award.

c. Nominees may be either civilian or military personnel.

d. Awards will be presented at the semi-annual DOIM/IMO workshop.

#### NOMINATIONS

a. Nominations for the Excellence in Customer Service Award must come from unit IMOs. The winner of the award must be a member of an installation or regional DOIM office, an IC or the staff of the 1st Sig Bde, or J6/IM. This award recognizes those individuals who provide quality service to units in CAPR processing, configuration management, trouble shooting, and/or technical advice and assistance.

b. Nominations for the Excellence in Unit IM Award must come from installation or regional DOIMs, the 1st Sig Bde staff, or J6/IM. The Excellence in Unit IM must be a member of a unit IM staff. This award recognizes those individuals who, as members of a unit IMO staff, enhance the overall quality of IM support to their unit.

c. Nominations for the Excellence in Technical Achievement Award can come from any source. There are no limitations as to who can receive this award. This award recognizes those individuals whose technical expertise has benefitted the entire command.

## GLOSSARY

## Section I. ABBREVIATIONS

ACofS	Assistant Chief of Staff
ACWG	Architecture Configuration Working Group
ADP	automatic data processing
ADPE	automatic data processing equipment
AIS	Automated Information System
AR	Army Regulation
ARMS	Automation Resources Management System
ASEM-K	Army Standard Electronic Mail, Korea
AUTODIN	Automatic Digital Network
CAD	customer assistance desk
CAPR	Capability Request
CCK	Contracting Command, Korea
C-E	communications - electronics
CFC	Combined Forces Command
CINCPAC	Commander in Chief, Pacific
COMCAM	Combat Camera
CONUS	Continental United States
COR	contract representative
CTA	common tables of allowances
DARIC	Defense Automation Resources Information Center
DA	Department of the Army
DCS	Defense Communications System
DDN	Defense Data Network
DEFCON	Defense Condition
DEROS	date eligible for return from overseas
DISC4	Director, Information Systems for Command, Control, Communications, and Computers
DMWG	Data Management Working Group
DOD	Department of Defense
DOIM	Director of Information Management
DRMO	Defense Reutilization and Marketing Office
DSN	Defense Switch Network
E-MAIL	electronic mail
EDF	essential documents file
EUSA	Eighth United States Army
FM	frequency modulation
FOIA	Freedom of Information Act
FRRS	frequency resource records system
GOSIP	Government Open Systems Interconnection Profile
HF	high frequency
HQDA	Headquarters, Department of the Army
IAA	Interim Authorization Approval
IAW	in accordance with
IC	information center
IDA	initial denial authority
IM	information management

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IMA	information mission area
IMO	Information Management Office/Officer
ISWG	Information Systems Working Group
IPE	information processing equipment
ISC	Information Systems Command
ISRB	Information Systems Review Board
ISS	information systems security
ISSO	Information Systems Security Officer
JFMO	Joint Frequency Management Office
JMFC	Joint Management Frequency Committee
KT	Korea Telecom
LAN	local area network
LIN	line item number
LSR	Local Service Request
MACOM	major Army command
MARDA-K	Manpower Requirements and Documents Activity-Korea
MARKS	Modern Army Recordkeeping System
MARS	Military Affiliated Radio System
MICO	Management Information Control Office
MIJI	Meaconing, Intrusion, Jamming, and Interference
MMDFTI	Multichannel Memorandum Distribution Facility II
MND	Ministry of National Defense
MOA	memorandum of agreement
MOC	Ministry of Communications
MOU	memorandum of understanding
MSC	major subordinate command
MTOE	modified table of organizational equipment
NCOIC	noncommissioned officer in charge
NIB	Non-Interfering Basis
NLT	not later than
OCPD	Office of Civilian Personnel Director
OMCCP	Official Mail Cost Control Program
OMCO	Official Mail Control Officer
OPSEC	operations security
PBO	property book officer
PC	personal computer
POC	point of contact
PPBES	Planning, Programming, Budgeting, and Execution System
PRCO	Printing/Reproduction Control Officer
PRC	purchase request and commitment
PSA	project support activity
QAE	quality assurance evaluators
RCS	Report Control Symbols
RO	receiving officer
ROK(G)	Republic of Korea (Government)
RS	Requirements Statement
SCS	Secretary Combined Staff
SFAF	standard frequency action format

STAMIS	Standard Army Management Information System
STU-III	Secure Telephone Unit, III
TANGO	Theater Air, Navy, Ground Operations
TASO	terminal area security officer
TCO	telephone control officer
TDA	table of distribution and allowances
TOE	table of organizational equipment
TSAK	Training Support Activity-Korea
TTY	teletype
UNC	United Nations Command
U.S.	United States (of America)
USAFK	U.S. Air Forces, Korea
USAISC	U.S. Army Information Systems Command
USAPAC	U.S. Army, Pacific
USAPPCK	U.S. Army Printing and Publications Center - Korea
USFK	United States Forces, Korea
USNFK	U.S. Naval Forces, Korea
VI	visual information
WAN	wide area network
WPE	word processing equipment

## Section II. TERMS

**Automation.** Includes operational information systems (from mainframe computer hardware and software to mini/microcomputer hardware and software), micrographics, training, maintenance, CAPR processing, and planning/policy actions.

**Base system.** Hardware/software configurations, as determined by the ACofS, IM, that provide the minimum set of capabilities that do not have to be justified in a CAPR. As new technologies emerge, the base system will be modified periodically to incorporate this command's evolving IMA requirements.

**Information mission area.** The resource requirements and associated information management activities employed in the development, use, integration, and management of information. The IMA includes all resources and activities employed in the acquisition, development, collection, processing, integration, transmission, dissemination, distribution, use, retention, retrieval, maintenance, access, disposal, and management of information. Information resources include doctrine, policy, data, equipment, applications, and organizations. The IMA includes all three of the Army's environments: Theater/Tactical, Strategic, and Sustaining Base.

**Printing and publishing.** Includes printing and other reproduction facilities, distribution, forms management, training, maintenance, CAPR processing, and planning/policy actions.

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**Records Management.** Includes maintenance and use of files, reports control, correspondence, office symbols, Freedom of Information and Privacy Acts, office copiers, official mail and distribution; training, maintenance, CAPR processing, and planning/policy actions.

**Requirements statement.** The basic planning document to identify information requirement initiatives in the Sustaining Base environment projecting information processing requirements and capabilities.

**Strategic environment.** Within the IMA, the environment which links the Theater/Tactical and Sustaining Base Environments.

**Sustaining base.** The area and information resources outside of the area of operations that have the responsibility to raise, organize, train, equip, and eventually, deploy and sustain Army forces in the accomplishment of their mission in operational theaters. Those Army activities that provide sustaining support to tactical, strategic, joint, national, and international mission performance.

**Telecommunications.** Includes telephone, facsimile, communications centers, radio/wire interface, communications security, crypto material control, frequency management, radio/pager systems, training, maintenance, CAPR processing, and planning/policy actions.

**Theater/Tactical Environment.** An Army/Theater area of operations as defined in JCS Pub 1.

**TIER III.** User level government-owned property applicable to desk size personal computers, mini-computers, laptop computers, word processing equipment, printers, and associated equipment.

**Visual information.** Includes photographic, television, graphic arts support, conference room support, training, maintenance, CAPR processing, and planning/policy actions.